

**Inter-Lakes School District  
Joint Loss Management Committee Meeting  
October 2, 2024 @ 3:15 p.m. via Google Meet Video Conference**

**Minutes**

■ **Call to order: Mr. Swanker called the meeting to order 3:15 p.m.**

■ **Attendance**

- **Members in Attendance:**
  - *Kim Bannon, ILES teacher*
  - *Lucy Cunningham, SCS admin assistant*
  - *Teresa McCormack, School Nurse*
  - *Brian Swanker, Facilities Director*
- **Members Absent:**
  - *Roy Arceno*
  - *Elaine Campbell,*
  - *Ashley Dolloff*
  - *Lisa Holiday*

■ **Introduction of New Member**

- *Brian Swanker formally introduced Teresa McCormack to the committee and outlined the responsibilities of the Joint Loss Management Committee (JLMC). He also referenced page 6 of the Employee Safety Program Handbook for further details.*

■ **Chairperson Election**

- *Mrs. Bannon moved, seconded by Ms. Cunningham to elect Ashley Dolloff as Chairperson*
- *The motion carried 4 – 0.*

■ **Review & Acceptance of Minutes from June 5, 2024, meeting**

- *Committee approved minutes from the June 5, 2024, meeting.*

■ **Review & Discussion of FROI and Student Violence reports during June 5, 2024, through September 19, 2024.**

- *Mr. Swanker conducted a thorough review of the First Report of Injury (FROI) and student violence incident reports. Upon examining the information, he noted that one incident involved a slip and fall. He then presented an analysis of the student violence reports to the committee. Committee had no questions.*

■ **Old Business**

- **Update on Staff Training**
  - *Mrs. Holiday was scheduled to review with the committee an update on staff training. She was absent from the call and will move this to the next meeting in December.*
  - *Mrs. McCormack inquired about the projects previously undertaken by a former committee member. Mr. Swanker identified the human bite protocol as the relevant topic. He noted that Ms. Briggs will provide the most recent document from Jodi Pendexter. Mrs. McCormack confirmed that she would take responsibility for this work.*

■ **New Business**

- Scheduling Building Inspections
  - *Mr. Swanker will complete the building inspections late October early November and invited anyone on the committee to join him if they would like.*
- Promote winter weather safety reminders in Friday Focus
  - *Mr. Swanker reviewed the matter with the committee. Mrs. Bannon raised the issue of the school's shoe spikes for use during recess. Mr. Swanker responded that he would check on the availability of these items at the schools and ensure they are prepared for the winter season. We will start putting in safety reminders in the Friday Focus for winter weather.*
- Review of Future Meeting Dates
  - *Mr. Swanker presented the proposed meeting dates, and the committee reached a consensus that these dates are suitable for their schedules.*

■ **Other**

- The committee had no other questions or comments.

■ **Next Meeting**

- *December 11, 2024*

■ **Meeting adjourned at 3:42 p.m.**

Respectfully Submitted,

Sarah Briggs, Recording Secretary