

**SAU #29  
JOINT LOSS MANAGEMENT COMMITTEE  
Meeting Minutes**

**DATE:** June 26, 2017

**LOCATION:** SAU #29 Conference Room 100, 193 Maple Avenue

**PRESENT:**

Tim Ruehr, Business Administrator – Keene & SAU 29  
Janel Swanson, Business Administrator – Towns  
Ken Dooley, Director of Buildings & Grounds – Keene School District  
Jan Barry, Director – Keene Community Education  
Ryan Margaitis, Assistant Principal – Keene Middle School  
Rachael Summe-Leonard, Assistant Principal – Keene High School  
Richard Cate, Principal - Symonds Elementary School  
Patricia Yoerger, Principal – Wheelock Elementary School  
Sharyn D'Eon, Principal - Chesterfield School District  
Erik Anderson, Harrisville School District Board Member  
Fred Blair, Manager of Buildings & Grounds - Marlborough School District  
Walter Huston, Principal- Marlow School District  
Joy Birdsey, Administrative Assistant – Nelson School District  
Robert Stack, Teacher – Westmoreland School District  
Penny Davies, Administrative Assistant – SAU 29

Mr. Ruehr distributed a draft Joint Loss management Safety Manual for the attendees to review. He explained the NH Department of Labor's requirements that SAU 29, the central office building and each of the individual districts within SAU 29 establish a safety committee and a safety manual. The individual committees are required to meet quarterly and the SAU 29 Joint Loss Management Committee must meet annually. A school district with more than 20 employees must have at least four members, 2 members must be employee representatives. Districts with less than 20 employees should have at least one administrator and one employee representative. Each committee shall conduct a building walkthrough inspection annually. Ms. D'Eon and Ms. Swanson gave examples of issues discovered at the Chesterfield school during a recent inspection by the Department of Labor. Mr. Ruehr will request a representative from our insurance company come to a meeting in November for additional information to prevent workplace injuries. The committee rosters and manuals must be submitted to the business office annually. The minutes must be submitted after each meeting.

Ms. D'Eon asked if each school needs to keep copies of the workers' compensation paperwork. Mr. Ruehr advised that all workers' compensation paperwork is handled and retained at the central office. It is not necessary for the schools to have duplicates. The injury reports are reviewed for any possible changes and/or improvements to keep our employees safe.

Ms. Davies will make final adjustments to the draft manual and send it electronically to all of the attendees. The representatives agreed to return to their districts and hold a meeting to establish their committees. The committees shall work to adopt a safety manual prior to the SAU 29 collective meeting in November. At the November meeting, Tim will provide additional training and review of our joint loss data.

Respectfully submitted,

Penny Davies

