



School Administrative Unit #41

Hollis, Brookline & Hollis Brookline Cooperative School Districts

603 324 5999

4 Lund Lane, Hollis, NH 03049

Joint Loss Management Committee

October 16, 2025

9:00AM

Via Zoom

Members in Attendance: Paula Izbicki, Candi Fowler, James Beach, Ed Hinkley, Lance Finamore, Amy Cassidy, Sandy Van Sciver, Bob Fisher, Ben Arria, Ben Gidman, Patrick West, Carrie Marsh, Dan Molinari, Emmie White, Jenn Dubois, Andrea Hatch, Jane Gauthier

Minutes

1. Introductions New Members - Paula

The group started with introductions.

a. Vacancies

Paula mentioned that there is one opening to fill for the "management" side; it should be Coop and Brookline

b. Ideas to fill

Carrie will send a recruitment email to eligible candidates

2. Meetings - Paula

a. Set meetings dates for 25/26

Paula asked the group to set some meeting dates. She would like to see one meeting per school where we can accomplish required tasks and mainstream needed communication.

Carrie added that the building inspections are required under law, so she would like this larger group to help tackle those.

Lance asked if they would be scheduling 90 minute meetings to allow for the inspections, to which Carrie replied "yes".

The group was amenable to this plan and would like to have every meeting scheduled as soon as possible so they can plan accordingly.

b. Paula will send out invites

3. Accident/Safety Reports - Jenn/Carrie

a. Read attachment prior to meeting

Carrie gave a brief overview of the injury reports that we are required to keep. The HR Department assists with this documentation.

b. Attachment

Carrie pointed out that RMMS does have a higher student-on-staff violence rate than other schools at this point in the year, but they also do a very good job of tracking what causes these incidents and in tracking them with their student population.



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Sandy asked for the forms to clarify what we are doing to prevent these instances in the future. She understands that we are working on limiting instances, but it would be helpful to see what prevention steps are being taken per instance.

Carrie answered Sandy by saying that, often, it is important to continue staff education to prevent injuries as well as working with behavior consultants for the students.

This opened up further conversation about which forms are used in certain situations and why some forms include more specific information on prevention and others do not. In an effort to maintain staff privacy, these forms are not necessarily available to this group.

Carrie stressed that all reports need to be done in a timely manner in an effort to maintain compliance.

4. Sub-Committee Reports

- a. SAU-Wide USDA Wellness Committee (Nutrition/Exercise Focus) – Amy

No updates from Wellness for this school year yet, but Amy has a meeting tomorrow morning to start moving on this committee.

- b. Health & Safety Committee – Dan

Health and Safety had their first meeting this week- it went really well with good attendance.

They have a goal of one in-person meeting this year and are happy to share that all building EOPs are compliant. They have started the process of meeting all evacuation drill requirements.

- c. Traffic Safety Sub-Committee - Paula

- i. Discussion: Is it time to pass along for building responsibilities

Paula noted that everything is going well. She wonders if this committee can be dismantled for now as the schools are doing a nice job with their traffic safety initiatives.

Patrick agreed that this committee had met its goals and that the buildings can maintain their initiatives at this point.

Dan questioned if we could move initiatives into August when new community members are getting used to our traffic flows.

Paula mentioned that this is a good conversation for leadership.

- ii. Who will notify?
 - iii. How will we keep track?

5. Training Report - Carrie

- a. Discussion: How will we get the message out to complete?

Carrie shared that we are 83% complete on annual trainings district-wide- with 74 employees noncompliant. We have just a few weeks to go to reach our goals of 95% completion. Carrie will share a list with building administration on who needs to do their training.

Candi asked about moving the deadline from the end of October to mid-September because it is crucial for staff to get this done.

Carrie shared that this committee is responsible for setting the due date. We can add a goal of changing it to this year's charge.



Paula also shared that there is ample time for staff to get this done in contracted hours; moving it up should be no problem.

6. School Inspections - Paula/Carrie

- a. Discussion: After a year off we will be implementing inspections again, what do we need to consider when implementing these inspections? Please come with your feedback, concerns, and possible solutions.

Paula wanted to let everyone know that the SAU41 Principals are looking at the JLMC standards and narrowing the lists down to what is absolutely necessary. It is a very lengthy list and can be cumbersome to sort through. Mainly, they were concerned with making things easier for staff.

Dan wanted to share that they also want to create a process that makes things very easy to determine as approved or not- this should speed up the inspection process. Dan also asked that those who come in for inspections are welcome to make a quick introduction to staff and students.

Carrie mentioned that, formerly, it was practice to not interrupt classes, but the collective mindset has changed and those introductions are not only welcome but anticipated by staff members.

Paula and Dan stressed the importance of teamwork with staff. Having a conversation about safety protocols with staff is good for overall unity.

7. Goal Review - Paula

- a. Discussion: Names vs Numbers

Superintendent Bergskaug asked this committee to discuss having teacher names outside of classroom doors as safety protocols have changed since removing them.

Candi shared that HUES has embraced having numbers instead of teacher names. Candi would like to give her staff the opportunity to put their name up if they would like.

Dan agreed that teacher names make the room more welcoming.

Carrie reiterated that student rosters and class photos are not to go in hallways or outside of the classroom.

- b. Rethinking Maps

Superintendent Bergskaug also asked this committee to look at our maps and to make them easier to decipher for emergency teams entering the building (i.e. where the AEDs and fire extinguishers are located).

Carrie shared that Ben Arria is in the process of updating all building maps, so it could be possible for him to work towards this goal as he works through this current project.

Each building does have their own set of needs which can be accounted for as we tackle this project as well.

Carrie shared that, ultimately, maps need to be simplified and unified across the district.



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c. Manual - where to begin?

Carrie provided some background on the Safety Manual that is required by law. That Manual has not been updated in years and needs to be. SAU41 is out of compliance, and it is the responsibility of this committee to rectify that. Carrie asked if we could divide and conquer this project as it is a big one.

Sandy offered to help start this project.

As did Lance and Carrie.

Paula thanked them for their efforts and thanked the broader group for their attendance. She shared that she will be sending out meetings dates for the rest of the year.

8. Next Meeting

- a. Date:
- b. Come with tasks accomplished and ready to report out