



School Administrative Unit #41

Hollis, Brookline & Hollis Brookline Cooperative School Districts

603 324 5999

4 Lund Lane, Hollis, NH 03049

Joint Loss Management Committee

January 21, 2026

1:00PM

HPS

HPS - Conference Room

Minutes:

Members in Attendance: Carrie Marsh, Jenn Dubois, Ben Arria, Lance Finamore, Candi Fowler, Andea Hatch, Paula Izbicki, Amy Cassidy, Tom Bender, Ben Gidman, Kelly Ducharme

1. HPS Safety Inspection

- a. We will be traveling as a team with team members focused on specific standards
- b. Principal should announce that committee is in the building today as appropriate
- c. Materials and plan to walkthrough shared at meeting, please be on time so we can get started right away
- d. Remember to put in AESOP for School Related Business time to ensure you have a sub if needed

The committee started the meeting by successfully completing their safety inspection of HPS. In the allotted time, they completed the kindergarten and second grade wings as well as various smaller offices. Following the inspection, they reconvened the meeting.

2. Debrief Safety Inspection

- a. Quick share out

The group discussed safety infractions they saw in each room they visited. Common infractions included paper and fabric over-usage, stained ceiling tiles, and unlabeled exit windows. Those last infractions can be attributed to newer facilities projects (like new windows) that were recently completed.

Brief discussion was had about how some rooms have exceptions for stronger and more targeted cleaning products (kitchen and nurse's offices). No classrooms are in violation.

- b. Next Steps
- c. Location for next meeting - February 19th - 9:00 AM - HBMS

3. Accident/Safety Reports - Jenn/Carrie

- a. Read attachment prior to meeting

The committee members reviewed the report individually ahead of the meeting. Overall, the reports are promising and show that instances of slips, trips, and falls reports are far lower than last school year. Notably, the HBHS Athletics reports are missing. Carrie will follow up with Athletics up there.



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Paula asked if the report will be made public on the school website. Carrie confirmed that this information is available online.

Paula asked if we are legally required to post this information.

Carrie confirmed that we are required to post that information, though it is redacted for student and staff privacy.

Carrie also pointed out that RMMS had had a lot of instances of violence previously, but they have had some changes in student enrollment which reduced their instances in this reporting

b. Links

4. Sub-Committee Reports and Goal Update

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

Amy shared that no updates from that committee.

b. Health & Safety Committee – Dan

Carrie shared that this committee is working on offering some higher level trainings for staff this summer that will promote student and staff safety. At the high school, their Crisis Response Team is working on revisiting and editing the Crisis Plan as needed. All schools are working on reunification and other required drills.

c. Maps - Ben

Ben noted that he has not received the maps yet.

d. Manual - Lance, Sandy, Carrie

Carrie shared with the staff that this group has met to start this process.

5. Training Report - Carrie

a. Improvements from the last report

Carrie shared that the SAU is over the 95% compliance and completion rate, but that we did not meet that goal until after our deadline in October. She is working with building leadership to create stricter repercussions to be sure we reach compliance in time next year.

Amy asked if there was an option for an additional deadline.

Carrie quickly shared that there would not be room for an additional deadline per State Labor and Reimbursement Laws.

b. Do we have a final due date in mind?

6. Administration Suggestions progress regarding Safety Inspections:

a. Still working on

Paula shared that administration is working to clarify the language within these documents.

7. Next Meeting

a. Date: February 19th 2026 - HBMS

b. Tasks: Review report prior to meeting and be ready to report out