School Administrative Unit #41
Hollis, Brookline & Hollis Brookline Cooperative School Districts
603 324 5999
4 Lund Lane, Hollis, NH 03049

**Joint Loss Management Committee**
**April 22nd 2026**
**9:00 AM**
**HBHS**
**Minutes**

**Members in Attendance: Carrie Marsh, James Beach, Thomas Bender, Sandy VanSciver, Emmie White, Jake Hess, Andrea Hatch, Ben Gidman, Amy Cassidy, Patrick West, Lance Finamore, Dan Molinari**

**The meeting started at 9:03am.**

1. **HBHS 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 completing safety inspections of HBHS classrooms and offices. They focused on the main floor of the building during this visit. The inspected rooms included but were not limited to student service offices, utility closets, restrooms, health offices, family and consumer sciences, and art.**

2. **Debrief Safety Inspection**
    a. Quick share out
    b. Next Steps
    c. Location for next meeting - April 22nd 9:00 AM - HBHS

**The committee noted positive findings overall. Consistent feedback included damaged ceiling tiles, excess fabric and lamps, and missing maps and room numbers. All feedback is collected and given to the building administrators and facility specialists to improve staff and student safety after the meeting.**

3. **Accident/Safety Reports - Jenn/Carrie**
    a. Read attachment prior to meeting
    b. Injury Reports
    c. SSVPM reports

**Reported incidents were low in March. The committee will reconsider the findings during the first meeting in the fall when they can look at the year in full.**

4. **Sub-Committee Reports and Goal Update**
    a. SAU-Wide USDA Wellness Committee (Nutrition/Exercise Focus) – Amy

**No updates from Wellness. The committee meets again and for a final time in May.**

    b. Health & Safety Committee – Dan

**Health and Safety had a couple of updates: they are moving Traffic Safety Week to the Fall where they feel there will be a bigger impact on students and the community. There will also be an additional ADD safety training with the school SROs this summer. Staff will be notified of the opportunity to attend.**

**The committee had a brief conversation about electric bikes and students riding them on property. The conversation was more geared towards information committee members of potential hazards rather than finding solutions.**

    c. Maps - Who is taking this over?

**Carrie will take this over.**

    d. Manual - Lance, Sandy, Carrie

**The Safety Manual team will reconvene this Spring.**

5. **Training Report - Carrie**
    a. Improvements from the last report

**No new updates from the last meeting.**

6. **Administration Suggestions progress regarding Safety Inspections:**
    a. Still working on

**The Principals are making good progress on this work. The hope is that they will complete this project in time for the Summer Leadership Retreat. Administration hopes to review it together there.**

7. **Next Meeting**
    a. Date: May 21st at CSDA 1:00 PM
    b. Tasks: Review report prior to meeting and be ready to report out

**There is a plan to reschedule the HUES inspection date. Sandy and Carrie will work on potential options before notifying the committee of the date and time. The meeting wrapped at 10:10am**