

## Joint Loss Committee

### Meeting Minutes

*March 24, 2025*

#### Joint Loss Committee Representatives (Name & Title):

Management Representatives Present	Employee Representatives Present
Nathan Boudreau, Facilities Director	Scott DeBell, Custodian, <b>Committee Co-Chair</b>
Molly Bremner, HES Principal	Calvin Fortson, HMHS Teacher
Jane Fortson, Business Administrator	Gretchen Higgins, Accountant
	Roxann Leclaire, HES Librarian
	Maria Webb, Executive Assistant

**Excused:** Theresa Diorio, HMHS Teacher, **Committee Chair**; and Anna Roth, HMHS Principal

**Committee Purpose:** To bring Staff and Administration together in a non-adversarial, cooperative effort to promote safety and health in each workplace.

**Meeting Minutes Recorded By:** Maria Webb

#### Meeting Discussions:

Topic	Discussion	Action Items
<b>Opening</b>	3:51 PM	
<b>Approval of Minutes</b>	Gretchen MOVED to accept the minutes of 1/6/2025. Roxann SECONDED. 8-0-0, MOTION PASSED.	
<b>Review HMHS Walk-through Inspection (1/6/25)</b>	<ul style="list-style-type: none"><li>Discussed sending out findings to all staff once the HES walk-through has also been completed.</li><li>Discussed fishtanks and Jane offered to follow up with more information. Noted issues with ownership/responsibility for the fishtank in the Best room. There was an issue during vacation week.</li></ul>	Jane will provide additional information regarding fishtanks.
<b>Info Sheet for Employees</b>	<ul style="list-style-type: none"><li>Discussed creating an information sheet for employees once the HES walk-through has been completed.</li><li>Lights, carpets and beanbags that are not fire-rated, need to be removed.</li></ul>	Jane to provide additional information from the Dept. of Ed.
<b>Incident Review Form</b>	Reviewed the form for staff incidents from the current Safety Manual and discussed implementing the form.	Nate and the Principals will utilize the form for staff accidents/injuries.

<b>Accident Reports</b>	<ul style="list-style-type: none"> <li>Reviewed the list of staff and student reports.</li> <li>Discussed communication around accident reports at HES.</li> <li>Do not need to report seizures on the log.</li> </ul>	<p>Will note on the injury reports that the Principals and Nate are notified.</p> <p>We will not include seizures.</p>
<b>Safety Updates &amp; Compliance</b>	None at this time.	
<b>Staff Safety Concerns</b>	<ul style="list-style-type: none"> <li>Molly noted that staff need to secure personal medications.</li> <li>Discussed locked doors between classrooms. Nate is not sure if it is feasible to have locks on both sides.</li> <li>Discussed keypads on staff restroom doors.</li> </ul>	<p>Will review the policies regarding staff medication.</p> <p>Nate to explore information on locks for the doors between the classrooms.</p>
<b>Other Business</b>	There was no other business.	
<b>HES Inspection</b>	<ul style="list-style-type: none"> <li>Started the walk-through at 4:23 PM. Reconvened at 5:00 PM to review initial findings.</li> <li>Discussed notifying staff to remove their personal items before summer starts so that Facilities can do the cleaning that is needed.</li> </ul>	Jane may have a document on preparing your classroom for the summer break.
<b>Next Meeting</b>	<p>Future meeting date(s):</p> <ul style="list-style-type: none"> <li>Monday, June 16<sup>th</sup>, 3:45 PM</li> </ul>	
<b>Topics for Next Meeting</b>	<ul style="list-style-type: none"> <li>Review the HES inspection of March 24th.</li> <li>Develop communication for staff based on the school walk-throughs.</li> </ul>	
<b>Adjourn</b>	Scott MOVED to adjourn at 5:18 PM. Roxann SECONDED. 8-0-0, MOTION PASSED.	