

Joint Loss Committee
Meeting Minutes
3:45 PM
June 16, 2025

Joint Loss Committee Representatives (Name & Title):

Management Representatives Present	Employee Representatives Present
Nathan Boudreau, Facilities Director	Scott DeBell, Custodian, Committee Co-Chair
Molly Bremner, HES Principal (joined at 4:05 PM)	Theresa Diorio, HMHS Teacher, Committee Chair
Jane Fortson, Business Administrator	Calvin Fortson, HMHS Teacher
Anna Roth, HMHS Principal	Gretchen Higgins, Accountant
	Roxann Leclaire, HES Librarian
	Maria Webb, Executive Assistant

Excused: N/A

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
Opening	Theresa opened the meeting at 3:48 PM	
Approval of Minutes	Jane MOVED to accept the minutes of 3/24/2025. Scott SECONDED. 8-0-1, MOTION PASSED.	
Review HES Walk-through Inspection (3/24/25)	<ul style="list-style-type: none">Discussed end of the year classroom cleanout checklist and packing.Discussed sharing the walk-through findings from HES and HMHS with the classroom teachers.	Nate offered to send out the clean out checklist and walk-through items to the teachers, and to encourage them to submit Help Tickets as needed.
Accident Reports	<ul style="list-style-type: none">Reviewed the list of staff and student reports.Discussed CPI training for staff. HES has a dozen trained and there will be more next year, including at HMHS. Dr. Ryan, Sara Donohue and Sam Kilelee will be trained as trainers.Discussed types of incidents that are not captured in the accident reports, such as	

	<p>students leaving campus. These are documented with behavior incidents.</p> <ul style="list-style-type: none"> Discussed hand trucks at HES and moving them away from the door. 	
Safety Updates & Compliance	None at this time. Jane reported that the state form will be filed again next year.	
Staff Safety Concerns	We have funds from the Holt Fund to remove the rubber from the HES playground.	
Other Business	<ul style="list-style-type: none"> Discussed the End of the Year Classroom Cleanout Checklist that Nate provided. Reviewed and made updates. At HMHS, Anna noted that she and Nate will review and sign off on the checklists with the teachers. 	<p>Scott will add to the checklist that fabric items have a fire rated tag.</p> <p>Nate offered to update the checklist.</p>
Meeting Dates for 2025-2026	<p>Future meeting date(s): Monday</p> <ul style="list-style-type: none"> Monday, September 22nd, 3:45 PM - SAU Monday, December 15th, 3:45 PM Monday, March 16th, 3:45 PM Monday, June 1st, 3:45 PM 	
Topics for Next Meeting	Will conduct walk-through inspections in both buildings in September.	
Adjourn	Scott MOVED to adjourn at 4:37 PM. Jane SECONDED. 10-0-0, MOTION PASSED.	