

**Manchester Public Schools
Health and Safety Committee Meeting
September 30, 2014**

Attendees: Linda Hodgkins, Coordinator of School Health Services, Debbie Streeter, Paraprofessional, Janice Uerz, School Safety Coordinator, Nilsa Dorsey, Certified Human Resources Specialist, Christopher Wardrop, USI Representative, Chris Terry, Custodial/Maintenance, Nicolas Aldi, Food Service Director, Darrell Crowley, Buildings and Grounds Supervisor, Patricia Brooks, Assistant to the Superintendent, Finance and Management and Terri Smith, Health and Safety Committee Chairperson.

The minutes of the Health and Safety Committee meeting on June 3, 2014, were accepted and approved and will be posted on the Board of Education website.

Terri Smith introduced Christopher Wardrop, USI Representative.

Old Business:

Flu Update – Linda Hodgkins

- Three dates have been set:
 - October 15, 2014 – M.H.S. Cafeteria – 2:30 to 5:30 p.m.
 - October 23, 2014 – Illing Middle School Cafeteria – 3:00 to 6:00 p.m.
 - October 28, 2014 – Central Office Board Room- 3:30 to 6:30 p.m.

Employee Wellness Update – Terri Smith

- Employee Walking Program to start September 28, 2014 through November 22, 2014
 - Top six finishers will receive a “Fitbit Flex”.
 - First 75 participants will receive a \$25 gift card

Employee Training Update – Terri Smith

- Paraprofessional staff development was held two days in August. Custodial training was held in June 2014 and Cafeteria training in August 2014.

Worker’s Compensation Claim Review – Terri Smith

- Total of 27 injuries reported from May 30, 2014 through August 29, 2014.
- Cafeteria and Building and Grounds Supervisors to refer employees that need safety training.
- Need better communication between Special Education Supervisors and Paraprofessionals regarding student behavior issues.

New Business - Other

Power Hour (M.H.S.) – Patricia Brooks

- The new program is working well for staff.
- Students are swiping in and out of each classroom.
- No safety issues reported.

Mr. Terry reports that schools are still propping open inside (classroom) doors. Mrs. Brooks will discuss with administrators at their next meeting. The Town Fire Marshall may cite us for leaving doors open. Buildings and grounds is receiving work orders to remove door closers.

Mr. Aldi reports that there is too much access at the M.H.S. loading dock. Buildings and grounds to install a swipe system or repair the one that is in place. Mr. Crowley will be looking into this matter.

Mr. Crowley reports that the elementary school doors are fairly secure; however, doors are an issue in the whole district. Ms. Uerz mentioned that 3M film has been placed on the M.H.S. Freshman Center doors.

Mrs. Hodgkins reports that she has purchased gloves for teaching staff to use while restraining children. She is still getting requests and would like to purchase more gloves. Paraprofessionals need to be aware of children that bite and scratch and wear protective equipment.

Mr. Wardrop reminded the group that appropriate foot wear should be worn during the winter months. Snow removal training is also available.

Mr. Crowley reported that Town and Eighth District safety inspections are currently underway.

Ms. Uerz submitted the "School Safety Plan" to the State Department of Homeland Security. She is working on a first responders kit. Mr. Terry has concerns that maintenance staff may compromise the lockdown, if they are unaware that it is happening when they arrive at a building. The building custodian notifies buildings and grounds of the lockdown. Not all buildings and grounds staff carry a radio on second shift.

After no further discussion, the meeting was adjourned at 5:08 p.m. Next meeting is December 9, 2014.

Respectively submitted,

Terri Smith
Health and Safety Committee Chairperson