

**Manchester Public Schools
Health and Safety Committee Meeting
December 9, 2014**

Attendees: Linda Hodgkins, Coordinator of School Health Services, Debbie Streeter, Paraprofessional Representative, Janice Uerz, School Safety Coordinator, Nilsa Dorsey, Certified Human Resources Specialist, Patricia Brooks, Assistant to the Superintendent, Finance and Management, Darrell Crowley, Buildings and Grounds Supervisor, Nick Aldi, Food Service Director, Mary Rose Lombardi, School Nurse, Tom Nicholas, M.E.A. President, Christopher Terry, Maintenance Worker and Terri Smith, Health and Safety Committee Chairperson.

The minutes of the Health and Safety Committee meeting on September 30, 2014, were accepted and approved and will be posted on the Board of Education website.

Old Business:

Flu Update – Linda Hodgkins

- Three (3) flu clinics were held at Illing Middle School, Manchester High School and the Kennedy Education Center for employees in October 2014. 228 employees received the vaccination. The committee would like to see more publicity and provide water and snacks.

Employee Wellness Update – Terri Smith

- The “Step-tember” Walking Program was completed on November 22, 2014. The first 75 participants received a \$25 gift card. 130 employees registered and 53 employees completed the program. The top six participants received a Fit Bit tracking band.
- Spring Weight Loss Program – “Biggest Winner”

Worker’s Compensation Claim Review – Terri Smith

- Review of Workers’ Compensation claims from August 29, 2014 through November 24, 2014. There were a total of 74 claims filed.
- It is recommended that supervisors receive “Risk Management Training” through CIRMA.
- Mr. Crowley recommended “Toolbox” training sessions and to offer safety awards.

Update on Safety Inspections (Town and Eighth District) – Darrell Crowley

- The fire marshal has visited all schools. The second round is unannounced.
 - Concerns – Doors – unoccupied space
 - No wooden pegs to prop doors
 - Clutter – Memo to go out in January.
“Tools for Schools” teams to monitor

Update on School Safety Plans – Janice Uerz

- Governor Malloy has set aside grant money for school safety to be reimbursed by the State.
 - Items include; cameras, construction, wheelchair accessibility, mental health, reunification process.
 - Everyone must be training in “Incident Command” systems.
 - On-line training by July 2015
 - June 2015 – Custodians/Maintenance to receive training

New Business:

Mr. Terry reports that school administrators are still asking custodians to unlock classroom doors. Mrs. Brooks would like reports on all open doors. Outside doors must be closed and locked. Inside doors must be closed and locked when unoccupied. Mr. Terry also reported Waddell Family Resource Center access issues. Visitors to the Family Resource Center are not stopping at the main office first.

Mr. Crowley wanted to remind everyone to be extra cautious during icy weather in order to prevent slips and falls.

Mr. Aldi and Ms. Lombardi reported that some buildings are not monitoring snacks that are being brought into the classroom. Some schools are not following the Wellness Policy.

Ms. Streeter is concerned with the number of physical assaults on paraeducators. The students are not always in the special education programs. Mrs. Brooks encouraged employees to call Human Resources to discuss concerns. Human Resources may refer to employees to the Employee Assistance Program (E.A.P.) if needed.

After no further discussion, the meeting was adjourned. The next meeting is March 24, 2015.

Respectively submitted,

Terri Smith
Health and Safety Committee Chairperson