

Health, Safety & Wellness Committee Meeting Minutes

Wednesday, February 8, 2017

Room 293 – Manchester High School

Attendees: Karen Clancy, Max Cohen, Mary Rose Lombardi, Terri Smith, Peter Staye, Debbie Streeter, Janice Uerz, Kim Boerner-Mercier






Karen Clancy called the meeting to order at 3:10 p.m.

Motion to approve the agenda was made by Peter Staye and passed.



The minutes of the Health, Safety & Wellness Committee meeting on December 6, 2016, were accepted and approved and will be posted on the Board of Education web site. Motion to accept by Janice Uerz and passed.

Reports/Updates:

Employee Wellness Programs:

-  Terri Smith reported Weight Watchers at Work started earlier than expected; there are two teams this year, Waddell and Central Office – this team includes staff from other locations as well. Weight Watchers brings a scale and handouts. A discounted price was offered for the first three (3) groups with 15 or more members; the price difference is made by using the Wellness funds.
-  Salsa lessons were successful and will be offered again.
-  Robertson has requested a massage therapist for staff. Similar programs have been offered in the past.
-  Mary Rose Lombardi and Debbie Streeter reported on the mindfulness program at Illing offered by Alison Latincsics at the beginning and end of the day. They have found it beneficial. Patricia Lavey is a yoga and mindfulness coach at Washington.
-  Discussion about offering similar programs throughout the district will be followed up on.

Employee Training:

-  Terri and Max Cohen attended the Collect Training in Middletown as part of the access requirements for doing background checks for new hires. Manchester Public Schools (MPS) will be installing a livescan fingerprint machine this year which will aid in a more efficient process of background checks.
-  AED/First Aid/CPR training for the custodial/maintenance staff will be offered after Larry Cedrone completes his trainer recertification. This training opportunity came to our attention after Mr. Mitchell passed away and a few custodians were first to arrive on the scene. There was a trained person on site however we saw a need for others to receive training if they choose. After the custodial/maintenance staff have been trained, we can begin to offer it to others such as the food services staff. Per Mary Rose, AED training has not been done since the equipment was

installed, unless nurses in the buildings have offered to do so. She provided the name of the AED trainer associated with the equipment company, Jason Race, who can lead training sessions. She mentioned that Wallingford Public Schools does AED drills in addition to fire drills and lockdowns. Possibly include in summer staff PD and offer training to secretaries over the summer.

📁 Worker's Compensation:

- 📄 Terri will request monthly updates from CIRMA as the committee is meeting more frequently. The update will be provided at the next meeting.

📁 Tools for Schools:

- 📄 Marney Reardon and Peter Staye will connect as Marney was unable to attend the meeting.

Old Business:

📁 School Safety Plans:

- 📄 A Google survey of the ICS command structure at each school will be distributed by Max (to be sent to ICS staff).
- 📄 As Max is visiting schools he is checking that the emergency channel with the Public Address system is working.
- 📄 An Unusual Incident report stated that a radio at the high school was not working at the time an incident occurred in a classroom. Kim Boerner-Mercier will follow up with Marc DiDomenzio and Mark McKenney.
- 📄 Fire and lockdown drills will be reported at the next meeting. Karen will check with Lori Grigely for the status of drills at each school.

📁 Professional Development:

- 📄 During the three (3) PD days in August, there ~~will be~~ **should be** building level safety reviews to communicate safety and security protocols and procedures.
- 📄 The additional of AED training as well as review of the HSA insurance during the PD times was suggested.
- 📄 School climate, restorative practices and safety training for noon aides and MCC Program Aides is being planned.

📁 Martin Facilities issues:

- 📄 Mag strip door hardware on the Kindergarten door will be replaced this summer.
- 📄 The door for the MAP room needs to be replaced and is on order.
- 📄 Peter will check on the cracked posts on the light poles.
- 📄 Asbestos abatement scheduled for April break.
- 📄 FRC office construction is scheduled for this summer.

📁 Managing Aggressive Behavior (MOAB):

- 📄 Max has just received the software packets and will review and report on them at the next meeting. Could these packets be used for SRO training?

📁 Wellness PD/Fair:

- 📄 A wellness PD or fair for staff through Cigna was recommended for consideration.
- 📄 Wellness fairs at the schools was also suggested for families. Local businesses could be included.

📁 CIRMA on-line reporting:

- 📄 Mary Rose reported that the version of Windows appears to have an impact on the on-line reporting capabilities. Additionally, there is an issue with changing the passwords on a regular basis. Karen will follow up with Marney.

New Business:

📁 Chaperone/volunteer forms:

- 📄 A first reading of the proposed volunteer policy was done at the February 6, 2017, BOE meeting. A second reading will be on the February 27, 2017, BOE meeting agenda.
- 📄 There were no policies in place for volunteers and chaperones; this work started in response to the new state background check statute enacted on July 1, 2016.
- 📄 There are parent chaperones going on two upcoming trips, MHS trip to CA and the IMS trip to DC; how are we going to vet these chaperones in the interim?
- 📁 Wellness policy will need to be reviewed and revised to meet new federal regulations. Must be in full compliance by June 30, 2017.
- 📁 Illing was the suggested location for the next meeting; Kim will contact Terri Dornfeld about the options.
- 📁 There was a recommendation that representatives are needed for this committee from each bargaining unit as well as from each school and the Athletics Department. A member from the Safety/Climate teams at each school would be ideal. Karen will pursue.
- 📁 Terri will check to see if Cigna still offers an electronic wellness newsletter (VitaMin). She has not received one in a while.

Good of the Order:

- 📁 Peter asked if a risk management evaluation request from AIG was legitimate. Karen will check on this.
- 📁 Terri asked if a list of the buildings that will be off-line for the summer could be provided so Human Resources knows about impacts on staff and summer school locations.
- 📁 Terri also asked if the summer school plans have been determined.
- 📁 Janice reported that the curriculum for training about responding to sexual harassment/ sexual abuse is being written.
- 📁 Janice also brought up the need to develop policies for severe weather events during athletics programs at various locations in town such as Northwest

Park, Mt. Nebo, or Wickham Park. These policies would need to include items such as reuniting school groups and/or families, etc. The policies would need to be posted at the locations.

- ✍ Discussion on Alliance funds being approved to cover cost of light bars/strobes in areas that do not hear alarms during drills. Max will get counts from the schools and Peter will check on eligibility.
- ✍ Max suggested PD on concussions through Doug Oberle (brainscope), who has worked with South Windsor on this topic.

The next meeting will be on March 28, 2017, at 3:00 p.m. at Illing.

A motion to adjourn the meeting was made by Peter.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Kimberly Boerner-Mercier
Confidential Secretary

Corrected and approved March 28, 2017