

Health, Safety & Wellness Committee Meeting Minutes
Tuesday, September 27, 2016
Board Room A - Central Office

Attendees: Nick Aldi, Karen Clancy, Max Cohen, Terri Smith, Peter Staye, Debbie Streeter, Nilsa Taylor, Janice Uerz, Sue Valade

The minutes of the Health, Safety & Wellness Committee meeting on June 7, 2016 were accepted and approved and will be posted on the Board of Education website.

Introductions

Old Business:

- o Flu clinics 2016 - Karen Clancy
 - Shared dates set for flu clinics for fall 2016
- o Employee Wellness - Karen Clancy
 - Current and upcoming Fall Wellness Events flyer information provided to committee
- o Employee Training - Professional Development - Terri Smith
 - Provided update on Biggest Winner results (IT Big Winners)
 - COLLECT training to be held in January
- o Worker's Compensation claims data - Terri Smith
 - Spring (3/1-5/31/2016) 63 work related injuries (12 cafeteria, 5 custodial, 15 paraprofessional, 22 teachers, 5 administrator, 4 security)
 - Summer (6/1-8/31/2016) 21 work related injuries (8 teacher, 9 paraprofessional, 4 custodial)
 - Discussion on CIRMA online reporting (Karen to contact IT to update school nurses computers with Explorer 11 as required by CIRMA's online reporting system)
- o "Tools for Schools" program - Peter Staye
 - Updated committee on refresher course required for custodial/maintenance staff (to be coordinated/scheduled)
 - Safety inspections by 8th district and town fire marshal's office 107 items identified - most have been addressed and completed
 - Appliances are acceptable in classrooms as long as they are plugged directly into outlets not into power strips
- o School Safety Plans - Janice Uerz/Max Cohen
 - Discussion on disseminating information to staff
 - State added mental health annex to safety plan
 - Reminder to be sent to principals - return plans by October 7
 - Need to go through sign offs then submit to State in November
 - Superintendent's office tracks 10 required drills
 - Safety committees at each school?
 - Discussion on door wedges - not allowed
 - School windows need to be renumbered to new standard - estimate 3 years to complete all schools - some will be handled through building renovation
 - Digital radios all set and ready for deployment to schools

- Power hour drill - CIRMA recommends horns/light bars (can't hear in hallways)
- MHS subs to sign off on safety procedures
- HR will handle background checks (live scan machine on order) checking on status of order
- School Wellness Policy to go before BOE in October
- Status of Volunteer Policy?

New Business:

- o Sue Valade to contact vendor to coordinate AED checks district-wide
- o Discussion on adding additional members to this committee
- o Discussion on different meeting locations, times, and additional meetings
- o Discussion on future agenda topics, initiatives, suggestions for opportunities for staff

After no further discussion the meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Karen L. Clancy
Health, Safety & Wellness Committee Chairperson