

**Manchester Public Schools
Health and Safety Committee Meeting
September 22, 2015**

Attendees: Linda Hodgkins, Coordinator of School Health Services, Mary Rose Lombardi, School Nurse, Max Cohen, School Safety Coordinator, Peter Staye, Facilities Director, Janice Uerz, School Safety, Tom Nicholas, M.E.A. President, Sandy Stough, Local 991 President and Terri Smith, Health and Safety Committee Chairperson.

The minutes of the Health and Safety Committee meeting on June 2, 2015, were accepted and approved and will be posted on the Board of Education website.

Old Business:

Flu Clinics – Linda Hodgkins

- October 27, 2015 – M.H.S. – 2 p.m. to 5 p.m.
- November 2, 2015 – Iling – 3 p.m. to 5 p.m.
- November 4, 2015 – Kennedy Education Center – 3 p.m. to 5 p.m.
- Notices will go to all Manchester Public School (M.P.S.) employees the week of September 28th.

Employee Wellness Update – Terri Smith

- Fall Run/Walk Program kicks off on October 18, 2015 until November 27, 2015
- M.P.S. employees get a free gym membership to the Community Y on North Main Street.
- There are also discounts on MyCigna.com

Employee Training Update – Terri Smith

- M.P.S. employees are being asked to complete Protraxx modules for Human Resources Training in Blood Borne Pathogens, Sexual Harassment, Global Harmonized Systems, Mandated Reporter, Bullying and FERPA. Non-Certified employees can complete these modules on ½ days. Employees should have them complete by the December break.
- Janice Uerz asked about A.E.D. training for M.H.S. staff and a “refresher” for physical education and health teachers in 2016/2017.

Worker’s Compensation Claim Review – Terri Smith

- Nothing to report. Will review claims from this quarter in December.
- No major injuries for Buildings and Grounds staff.

Update on Safety Inspections (Town and Eighth District) – Peter Staye

- Annual Town Fire Marshall reports storage and clutter is still a concern. Not just for teachers but also for school organizations, such as the P.T.A.
- Town inspections have been completed at Verplanck and Martin. Eighth district schools (Bowers, Waddell, Robertson and the Preschool) have been completed and are ready for re-inspection. Inspections will resume the week of September 28th.
- Other concerns; exit/emergency lights, outlet strips should not be used for anything but computers, cannot plug outlet strips into outlet strips. Mr. Staye will ask to have them removed immediately.
- Mr. Staye will discuss storage issues with the Art Department Coordinator, Ms. Guzzi.
- Auction process – Buildings and Grounds provides a list to the business office of items that need to go (except broken items). On-line auctions are continuous. Computers are not included. Recycled material must go through licensed vendors.
- Ms. Uerz asked if there was a policy for text book disposal.
- M.R.A. gymnasium doors are being propped open. Ms. Stough is concerned about the safety of custodians. Doors should be in locked position. No consistency.

“Tools for Schools” – No Update

Update on School Safety Plans – Janice Uerz & Max Cohen

- New templates were given to administration in June 2015. Schools are frustrated with the format.
- Mr. Cohen and Ms. Uerz are condensing and formatting plans for district wide.
- Things keep changing with the State. They are requiring police and town to monitor all school drills. Each school must contact the Fire Department and the Police Department.
- School Resource Officers have been assigned to each school for safety and security.
- All schools should have received vests. The vendor is short on bags.
- The new vendor for radios is Markus Communications in Manchester. A meeting has been scheduled for the October 1st implementation. Need to create an emergency channel that notifies buildings and grounds staff.
- A Staff Skill Survey will be sent out by Mr. Cohen.
- Re-unification Plan (English and Spanish) – Principals responsibility to implement.
- Incident Command Systems training needed for new principals and nurses.
- Mr. Cohen has all the staff certificates for Incident Command training.

New Business:

- Ms. Stough is concerned for the safety of custodians. She would like to see a district policy/procedure for finding outside doors open. Ms. Stough feels that the Buildings and Grounds Supervisor is not being responsive to reports of open doors. The supervisor is referring custodians to other custodians.

After no further discussion, the meeting was adjourned at 5:00 p.m. The next meeting is December 2015.

Respectively submitted,

Terri Smith
Health and Safety Committee Chairperson