

**Manchester Public Schools  
Health and Safety Committee Meeting  
December 16, 2015**

Attendees: Linda Hodgkins, Coordinator of School Health Services, Max Cohen, School Safety Coordinator, Peter Staye, Facilities Director, Janice Uerz, School Safety, Debbie Streeter, Paraeducator, Christopher Terry, Local 991 Vice President, Nilsa Taylor, Human Resources Specialist, Nicholas Aldi, Food Service Director and Terri Smith, Health and Safety Committee Chairperson.

The minutes of the Health and Safety Committee meeting on September 22, 2015, were accepted and approved and will be posted on the Board of Education website.

**Old Business:**

**Flu Clinics 2015 – Linda Hodgkins**

- The flu clinics were attended by approximately 200 staff between all three locations.
- Pregnant or nursing mothers cannot be vaccinated at these clinics.
- The vaccine covered four (4) strains.
- At this time, there is nothing significant to report.

**Employee Wellness Update – Terri Smith**

- Winners of the Fall Run/Walk Program were announced in December. Prizes were distributed.
- A series of Wellness Seminars were offered at Manchester High School from December to January.
- Drop-in Yoga classes were offered at Bennet Academy
- “Weight Watchers at Work” programs were offered for any schools interested in participating.

**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.

**Worker’s Compensation Claim Review – Terri Smith**

- A total of 118 claims were reported from June 1, 2015 to November 30, 2015.
- Still concerns for number of assaults (students to staff).
- Twelve (12) slips and falls.
- 

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

- All inspections have been completed. 128 work orders were generated. Three (3) are outstanding. Issues include; electrical, ceiling tiles and doors.
- Art room storage at Waddell has improved.
- Central Supply - Physical Therapy Equipment - working with Megan Tierney to develop a database of equipment in storage and at the buildings.
- District needs to inform buildings regarding textbook disposal policy.

**“Tools for Schools” – Peter Staye**

- The district is in compliance with all mandated items.
- All schools passed radon tests in 2014/2015, which is current within the requirement.
- Safety Committees have been formed at each school. One member of each committee is trained regarding Indoor Air Quality (I.A.Q.).
- It is recommended that school nurses be trained in I.A.Q. for the 2016/2017 school year.
  - Train in groups (i.e. custodian, H.V.A.C., Safety member, nurse)
  - CT State Department of Public Health offers training program

- Mr. Staye to contact the Department of Public Health
- Focus on schools that are not totally air conditioned

#### **Update on School Safety Plans – Janice Uerz & Max Cohen**

- Plans have been submitted to the State.
- Working on getting signature pages from the Fire Department, Eighth District, Health Department, Police Department, Emergency Medical Services, Administrators and Superintendent.
- Standard Operating Procedure “Guidelines”
- Volunteers/Chaperones – Background checks
- The district is replacing 107 radios with digital radios. The first locations to change will be Manchester High School, Bentley Alternate Education, and Adult Education.
  - Buildings and Grounds will have master radios for all schools
  - Protocol for emergency channel
  - Monitored by Police and Fire
- Reunification kit located at Central office (i.e. signage, clipboards, English/Spanish, t-shirts for staff).
- Vests and red bags have been distributed.
- Mr. Cohen is doing walk-throughs. Inside doors not always in locked position.

#### **New Business:**

1. Mr. Staye reported that Manchester Regional Academy door issues have been resolved.
2. Mr. Terry reported that employees/visitors are parking cars on the grass. The maintenance department is unable to drive trucks through Bowers, Buckley, Robertson, Waddell and Bennet. More parking spaces are needed. An increase to slips and falls has been noted.
  - a. Illing and Central Office parking lots are need of repair. Staff is parking in the fire lanes.
  - b. Mr. Staye mentioned that there will be a bond referendum in 2016 for parking improvements.
    - i. The Bennet renovation will include more parking.
    - ii. The Illing parking lot will be resealed, restriped and resigned.
3. Mr. Staye also mentioned that all buildings will be getting alarm systems. The system will notify the office if an exterior door is open. Doors will be on timers.

After no further discussion, the meeting was adjourned at 5:00 p.m. The next meeting is March 2016.

Respectively submitted,

Terri Smith  
Health and Safety Committee Chairperson