

**Newfound Area School District**  
**District Wide Joint Loss Management Committee**

Minutes

Date: September 23, 2009

Present: T. Fitzpatrick, J. Brayley, D. Rossner, B. Wheeler, Sandy Frost, L. Shanley (3:15)

Called to order at 3:08 pm

Group noted appreciation for past minutes, recommended to DR that he consider a product called "Dragon" (\$29.95 from Tiger Direct) that would allow him to dictate minutes into a microphone that would automatically type them. Duly noted and appreciated.

Construction update on Life Safety work, last major project to complete will be the flame coating of the stage curtains district wide.

Summer work included much HazMat disposal, mercury thermometers, old medicines, etc. Still need to address batteries. DR to send memo to building level administrators RE: Battery Collection.

General discussion about the new recycling program. Interest in ability to circulate milk containers without straws, it's being done in some buildings, not all. We may need to purchase additional collection bins; some areas in need include the NRHS locker rooms, fields, other buildings.

SF briefed group on safety incident at NRHS Track. Member of public and student had negative interaction, Principal O'Malley seeking signage to prevent public access to facility from 8am – 3 pm.

LS initiated discussion about door to Nurse Office at NRHS needing magnetic locks to stay open. DR is including this with discussions about alarm system capacities being had with 123 Lock. Last year's year-end incident of Book in the microwave has initiated attempt to get exterior alarm bells onto building for any alarmed incident.

JB – Doors to stage from lobby at NRHS cannot be secured; floor plate for pin is missing. DR to address with Facilities Manager and Lang Door.

BW concerned about secondary egress from his room during peak sunlight hours. Believes doors may be expanding. We will have Lang look at the next time they are on site.

DR gave a briefing on the replacement of the gym floor at NRHS. Current schedule is for completion by 10/19; students back on it 11/1.

A new unified accident form was developed by the nursing staff on 8/26. It has been sent to the Business Administrator for approval, and is pending. Suggestion made that we should have one for visitors too. LS to spearhead with nursing staff and submit to BA.

Spring sports (baseball, softball) indoor practices are impacting the doors at NRHS gym, possible safety issue. With the recent expense of the new doors, DR will address this with Athletic Director, Principal.

BW – Concerned about kids using the frame of exterior dust collection device near his wing of building to access roof of NRHS off hours. DR will speak with Facilities Manager about securing it.

TF reminded us that the JLMC Minutes from June 2007 suggested a bleacher inspection was needed at NMMS; DR communicated that that was completed this year by our Insurance carriers.

A general discussion was held about environmental controls, boiler start up, Johnson Controls, etc. DR briefed group that JCI not handling boilers this year; many things depend on how the Honeywell report is received by the community. It will be published next week. It is the subject of the October Planning & Dialog meeting of the School Board.

A request was made that we add a link for Maintenance Direct to the District's home page, similar to IT Work Orders. DR to explore.

Meeting adjourned at 4:00 pm