

NEWMARKET SCHOOL DISTRICT
Joint Loss Management Committee (otherwise known as JLMC)
Meeting Agenda & Minutes

Entity Name: Newmarket School District

Date of Meeting & Start Time: **Thursday, May 19, 2022**
3:00 pm

JLMC Representatives (Name & Title):

<i>Management Representatives</i>	<i>Employee Representatives (Non-Supervisory)</i>
Janna Mellon, Business Administrator	Annette Blake, Teacher
David Reilly, Facilities Director	Diane McCormick, Nurse - Absent
Deborah Black, Asst. Superintendent – Joined at 3:32 pm	Jennifer Farnese, Nurse
Linda Hopey, Food Service Director	Devan Chick, Facilities Technician
	Randy Critchett, Facilities Technician
Guest: Sandy Burroughs, Primex - Absent	Paula Smart, Tutor
	Justin Loring, AA to BA

Lab 603.02: Must have equal numbers of employer and employee representatives or more employee than management representatives.

Committee Purpose: The purpose of a JLMC is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace.

Meeting Discussions:

1. Review/Discuss Injury Reports YTD

Total of 6 claims, possibly one duplicate. The group discussed how we might minimize behaviors that cause aggression.

Reviewed Erica's email on student behavior protocols for Special Education staff.

2. Follow up on Student Desks in Classroom Doorways, observed by staff member

Revisit for next time

Revisitation of this issue from previous meeting. Issue was brought to Sean Pine's knowledge, and he sent an email out to teachers. Issue occurred again and he handled the problem in person by advising the teacher it was unsafe.

Paula indicated that she had not seen desks in the hallway again, but had been advised of students, unsupervised, sitting in hallway outside of some classrooms.

Deb Black joins, reiterated the safety issue as well as concern being expressed that issue was happening near a school exit door. Want to avoid any issue of a student running out of class and out of the school.

Deb and Paula agree to discuss after meeting and revisit one final time for June meeting.

3. Discuss and review Draft Safety Plan:

Chap Lab 603.03: Action Plan, Assigned Duties, & Responsibilities

Review of safety plan as well as Student Violence Prevention and Management Policy.

Reviewed Erica's email.

- We have three CPI Instructors in the district
- We train paras and special ed teachers in the verbal de-escalation portion
- Any staff members working with students that have the potential for physical aggression are provided FULL training, which includes restraint
- We also have two BCBA's that provide training with paras and teachers who are working with these students
- (Erica) has purchased jean jackets to use with students who may scratch arms – as these provide protection from scratches and some biting
- Two years ago, we trained every staff in the district with the verbal de-escalation as well
- We have two forms for student documentation – restraint and seclusion, and intentional physical contact.

What metric do we use to trigger involvement of Special Education director (e.g. number of cases increasing, severity of particular case). Dave advocates for proactive approach rather than reactive approach. Everyone agreed, tentative agreement to have student services director attend 2 times per year.

Discussed finalizing draft to put forward to administration in the next month.

Janna offered to make edits, post revised version and asked if group could offer feedback by May 27.

4. NEW: Discussion of signage to prevent traffic from using NES access as a pass-through short cut (Paula Smart)

Locals using the school as a shortcut through the corner of Durrell Woods Open Space neighborhood.

Police should be contacted for advice, but they may not have jurisdiction to give out tickets to people using school as shortcut. It's been an on-going issue for 24+ years, typically done by locals rather than parents at designated pick-up/drop-off times.

Possible fixes include:

- Signage saying No Through Traffic (18"x18" aluminum sign costs \$67);
 - setting up cones after drop-off, before pick-up;
 - putting down removable speed bumps during non-pick up/drop-off times
 - Letter home to parents
- Concern was expressed that the school may not have enough hands on deck during lunch hours.

5. Action Items:

a. Once Minutes are approved, Post JLMC Minutes:

- Annette, NJSHS
- Paula, NES
- Janna, SAU Office Suite

b. Dave and Randy to meet with SRO and bring recommendations to reduce NES "pass-through traffic" back to committee at next meeting.

Next Future Meeting: June 9, 2022 3:00 pm (previous date was last day of school)
(virtual via google meets). Janna to send link.

Review from Previous Meetings:

N/A

Future Agenda Items:

1. *Follow up with Deb and Paula's meeting on student desks in hallways*
2. *Follow up with Dave on potential fixes for through traffic issue, discussion with RSO about preventative measures.*
3. *Review and discuss injury reports.*

DRAFT