

**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, September 21, 2023**  
**3:00 pm**

**JLMC Representatives (Name & Title):**

<b><i>Management Representatives</i></b>	<b><i>Employee Representatives (Non-Supervisory)</i></b>
Janna Mellon, BA	Annette Blake, Teacher
David Reilly, Facilities Director	Diane McCormick, Nurse
Patricia Wons, Director of CIA and PL	Jennifer Farnese, Nurse
Norm O'Neill, HR Consultant	Devan Chick, Facilities Technician
	Randy Critchett, Facilities Technician
	Paula Smart, Tutor
	Justin Loring, Accounting Assistant
	Joshua Lacagnina, Facilities Technician

*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:**

- Reminded everyone that the information in these meetings is confidential. There are a few discernible details that could be used as identifiers
- The safety plan has been completed and we now have to schedule walkthroughs for the schools. Each walkthrough must have 2 or more committee members. The walkthroughs don't all have to be on the same day, but they should occur within a reasonable window
- Dave will partner up with Devan and Randy and will invite everyone that wants to join. There will be four (4) distinct sections of our facilities and Dave will create and share a schedule for all four sections so that JLMC members can participate in as many sessions as possible given individual time constraints.
- Consider having NES members walkthrough NJSHS and vice versa in order to get a different perspective
- Re-assessed and voted on Chair and co-Chair, reiterated the importance of committing to the roles as well as having the role of Chair rotate between Employer and Employee categories annually, per DOL requirements. Having a Chair and Co-Chair, one from each category, allows us to ensure compliance with DOL. Devan (Employee category) and Dave (Administrator Category) nominated themselves and were elected unanimously.
- Shared the medical claims from the beginning of the year. Discussed tendencies of aggressive students. Made a note to bring in the student services director once a year. Have sent her the dates so she can check her schedule and see what day works best.
- Reminded committee of future meeting dates: 12/14/23, 3/14/24, 6/13/24
- Noted that our most common claims throughout the year are Slips, Trips and Falls, particularly when winter comes. Looking to provide information that can be distributed

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and posted at the schools to help employees be more aware of the risks (flyer attached to next meeting agenda)

- Paula wanted clarification on the thought process of locking doors during fire drills. Dave clarified that *exterior* doors were to be locked in order to prevent a situation during an evacuation of someone potentially being able to enter a classroom.

- Action Items:

- a. Once Minutes are approved, Post JLMC Minutes:
  - Annette, NJSHS
  - Paula, NES
  - Janna, SAU Office Suite
- b. Dave will send out a schedule of the walk throughs along with times and dates for anyone to attend.
- c. Post the next three meeting dates in Google and invite all JLMC members in Google Calendar (Justin).
- d. Invite Erica MacNeil to attend at least one of the meetings (Justin & Janna).
- e. Gather information on Slip, Trip & Fall for committee review at next meeting (Janna).

**Next Future Meeting: December 14<sup>th</sup> at 3:00-4:00pm**  
(virtual via google meets).

**Review from Previous Meetings:**

N/A
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**Future Agenda Items:**

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| <ol style="list-style-type: none"><li>1. Review First Reports of Injury (9/22/23 - 12/13/23)</li><li>2. Review and edit Slip, Trip &amp; Fall flyers for distribution to employees and/or posting in schools.</li><li>3. Review results and notes from Safety Walk-Throughs. Discuss recommendations for any areas that need to be rectified.</li></ol> |
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