

**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, December 14th, 2023**  
**3:00 pm**

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

<b>Management Representatives</b>	<b>Employee Representatives (Non-Supervisory)</b>
David Reilly, Facilities Director - <b>Chair</b>	Devan Chick, Facilities Technician - <b>Co-Chair</b>
Janna Mellon, BA	Annette Blake, Teacher
Patricia Wons, Dir. of CIA and PL - Absent	Diane McCormick, Nurse
	Jennifer Farnese, Nurse
	Randy Critchett, Facilities Technician
<b>Guests</b>	Paula Smart, Tutor
Norm O'Neil, HR Consultant	Justin Loring, Accounting Asst.
Erica MacNeil, Special Education Director	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:**

- Moved FROI claims to the top of the list in order to accommodate Erica. Erica seemed to think the majority of the student-based claims are on particular student and asked to review the claims privately. Janna printed off list at a later date and provided them to Erica for review.
- Reviewed the walk-throughs of NES. Most of the notable findings were related to teachers hanging items from the ceiling. Paula noted that some playground equipment was within 3 feet of the fire extinguishers, which is a violation of fire code. Devan got a plastic cover for exposed cords in the library (tripping hazard)
- Dave is planning on scheduling the Jr./Sr. HS Walk throughs after the holiday, added to next meeting's agenda.
- Slip & Fall info/signs are going up in the schools (teacher's lounges, copy rooms and SAU). Also asked if the Slip & Fall information could be provided to each principal to add to their weekly communication with staff.
- Discussed mounting the Ice Alerts at each school. Dave wanted to install them where cars and buses enter, three for each school. Janna is concerned about vandalism of the Ice Alerts and wanted to put them where people could see them when they exit the schools. Would prefer to get one for each school rather than three.
- The library has a pull screen, students and staff have been witnessed standing on a chair to pull it down. An extending grabber was a recommended purchase from Amazon.
- Fragrance-free policy: Members of the community had complained about a specific area of the school having a strong fragrance. The Asthma Society has said both the potency and fragrance can be triggering. Aerosols are a concern for Diane because of the harmful effects towards asthmatics.

*To access previous JLMC Minutes and Agendas please visit the District Website, click on the "Staff" tab and select Joint Loss Management Committee*

- Lysol Disinfectant is not an adequate substitute for air fresheners and the bathrooms have automatic sprayers. Diane wanted to work towards a solution for odor elimination rather than attempting to cover up one smell with another.
- Action Items: Once Minutes are approved, Post JLMC Minutes:
  - Annette, NJSHS
  - Paula, NES
  - Jenna, SAU Office Suite

**Next Future Meeting: March 14<sup>th</sup>, 2024 at 3:00-4:00pm**  
(virtual via google meets).

**Review from Previous Meetings:**

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**Future Agenda Items:**

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| <ol style="list-style-type: none"><li>1. Fragrance-free school environment</li><li>2. Jr. / Sr. High School Walk Throughs need to be scheduled</li><li>3. FROI reports</li><li>4. Review Slip &amp; Fall Progress</li></ol> |
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