

Safety Committee Meeting
October 18, 2018
Central Services Board Room

The Safety Committee met on Thursday, October 18, 2018, in the Central Services Board Room where Mrs. Rebecca Hamby called the meeting to order at the approximate hour of 4:30 p.m. She welcomed everyone to the meeting and appreciated everyone for attending.

PRESENT:

Jim Inman, 1 st District	Robert Safdie, 2 nd District
Rebecca Hamby, 7 th District	Shirley Parris, 3 rd District
Tony Brock 5 th District	Stace Karge 9 th District
Teresa Boston, 8 th District	Rebecca Wood, CAO
Kacee Harris, CFO	

1. **Call to Order** – Mrs. Rebecca Hamby
2. **Moment of Silence/Pledge of Allegiance** – Mrs. Rebecca Hamby
3. **Elect Committee Chair**
Safdie nominated Rebecca Hamby, Inman Seconded.

VOICE VOTE: Safdie (mover-yes)
Inman (seconder-yes)
All Ayes

MOTION: Carried Unanimously

4. **Raptor Technology Discussion – Mr. Jim Inman**
Inman mentioned all he wanted to do is get the conversation started. Inman went through all the things Raptor Technology could do for the schools. It is a visitor's tracking for the school, when someone walks into the school they will present their drivers license, the school personnel will scan the drivers license and they can print a visitor badge with their picture. It logs all the visitors who come into the school. When the driver's license is scanned it automatically checks data-bases for child sex offenders, or any sex offenders. The results are immediate. You can also use the program to put in local information regarding a non-custodial parent. If you have a non-custodial parent who is not allowed to pick the child up, you can put it in the system and if that parent tries to pick the child up, it will flash a warning. You can also set it up, when the warning flashes, it will send a text to the principal and SRO. Inman stated that the program is in 3 or 4 schools. Hamby interjected that North Cumberland has the system, but it needs maintenance. Inman continued that Martin Elementary and Brown Elementary currently have this program. Inman said he would like to see this program in every school. The initial cost is around \$1700.00, it has an annual renewal fee and the school would pay for the badges. This program will keep up with all the volunteers. Wood said it is very efficient. Hamby stated she had a situation with a child and non-custodial parents and the program kept the child from being picked up by the non-custodial parent. She also stated she was in favor of having this technology in all the schools. Inman stated he would like to make a motion to send this information to the Budget Committee. He said he would make sure we have hard figures and a full accounting of which schools have this technology. Safdie seconded the motion. Hamby stated the committee would task Mr. Inman with gathering information regarding the cost. Inman went on to say when he was at Brown Elementary his Assistant Principal Christie Thompson applied for a grant which paid for the system there. Harris asked how much the annual fee is? Inman responded at Martin Elementary it is \$540, but he thought the cost for a smaller school would be less. Safdie asked about the initial cost of \$15,000 - \$20,000.00 for the initial

cost and around \$5,000.00 or less per year? Inman was not sure if it is as important at the high school level. The number of visitors is much less than in elementary. Inman asked if we have any money left in the safety grant. Harris stated we should have some money left but if we are spending it on a reoccurring portion, then we will have to change our application for to state how we are spending this money and how we would fund it next year. Harris said she would get with Ms. Upchurch to see what the setup costs are and the cost of sustaining the program on an annual basis.

5. Setting Meeting Dates and Times

Hamby mentioned she wanted to set up this committee's meeting dates and times. Her thoughts were once the committee was established they should meet the 2nd Wednesday of the Month at 4:30, every other month. After that maybe meet once a quarter. Safdie asked if she wanted to meet in December? Hamby replied lets do January and she preferred to not meet on Wednesdays. The committee collectively decided to meet on the second Tuesday of the month at 4:30. Wood asked if the next meetings would be January 8th and March 12th? Hamby confirmed that was correct.

6. Policy 3.201 Safety, Policy 3.202 Emergency Preparedness Plan, 3.203 Emergency Plans and Crisis Management and Policy 3.205 Security

Hamby stated the policy mentions safety training for our staff. She wanted to know what kind of safety training we provide for our staff? She went on to ask about safety education for our students also. Wood replied as far as staff, we participate in a program named Safe Schools and a lot of the required training such as OSHA and other safety training is available online. The employee sits down at a computer and watches a power point. It also has video and at the end it has a quiz. Then we have the verification that they had that training. They are able in the H.R. department to assign different trainings to the appropriate people. A custodian's required training may be different than a bus driver and we are able to tailor that program to make sure that each employee has the training that is designed for his or her job. Inman made a comment that they have a deadline to complete the trainings. Wood added the deadlines are designed to give enough time for the employee to complete the training in the time allotted. Hamby questioned, "What are some of the procedures we could do to get training in case of assault or active shooter?" She went onto say all employees need to have this training. They need to know what to look for, signs that could mean danger. We have children who post threats, sometimes. "The Teachers need to be able to pick up on the signs as well, parents can cause threats, as well as other family members. What could we do in order to maybe bring some training in to help our staff and our students to be more aware?" Hamby went on to say that "children are very trusting and so lets say a parent comes in and they are on the list and they are ok, but something has happened, and they are suddenly not all there. They have had something bad happen. What are some signs they could pick up on? Or something is going on and we need to do something to diffuse the situation before it gets out of hand." We need to look at something to teach awareness. She also asked about the active shooter training. Could we not have training at each of the schools in the evening? Wood responded they have had active shooter training at each of the schools. Mr. Magnusson could speak to that, but we have had this training in the schools. Inman went on to say the schools are required by board policy to have at least one armed intruder drill in the school. Hamby asked about Avery Aytes and Eddie Eagle training. Does he teach this at each of the schools or only at Brown Elementary (this is awareness about finding a weapon and what to do). Wood replied, she is not sure but could check into it. Harris mentioned that the school counselors teach that type of awareness. Hamby said if it were not being taught, she would like to see that it is. Hamby addressed the tragedy at the bus garage and wanted to know what could be done to make the bus garage more secure? Her concerns were for the drivers, mechanics and all who work there? Do we have a safety plan? Hamby went on to say she has received some suggestions and she thinks they are worth looking into. She said she could look into these suggestions and get some figures together. One of the things would be to install an electronic gate at the bus garage and get transponder units for the buses, so the gates will not stay open. She stated this was not very expensive according to her brief research but she did not have solid figures. She said the gates would not open unless you had a transponder unit or a key code. The general public would not be able to enter that area. Safdie asked

“Why don’t we task the Director of Schools to provide us with a safety plan for the Transportation facility and present it at the next meeting?” Inman asked if that was a motion? Safdie replied, “Yes.” Inman seconded. Hamby asked for any discussion. Wood asked “Do you want that by the January 8th meeting?” Safdie replied, “Yes, that should give plenty of time and whatever plans can’t be implemented this year because of budgetary restraints, but can be implemented and planned for in the next budget year.” Hamby brought to the attention the board had asked for a work session with the Chief of Police and the D.A. She asked the committee if that is something this committee wanted to pursue as a committee? Safdie replied it was not something he wanted to pursue at this time. He didn’t have any other questions for them at this point. Safdie went on to ask who was the supervisor for Building and Grounds? Harris replied that would be Mary Kington. Safdie said he had a question on Policy 3.201 line 7, he read the portion of the policy regarding the responsibility of the system safety coordinator then later in the paragraph it the supervisor of Building and Grounds is assigned the duties and responsibilities of system safety coordinator. Safdie asked right now the system safety coordinator is Bo, right? Who is supervisor of Building and Grounds. Wood and Harris responded, “It is Mary Kington.” Wood went onto say it is a misnomer. Harris stated we have had these issues before when looking at this policy. This policy is really talking about accident prevention, like slip and fall accidents, or chemical exposure. We looked at this policy last year and we all think of Bo as safety, but this is building safety and it falls under Mary. Bo is Security and Mary is Safety. Safdie mentioned we should mention to the policy committee that we may want to change that to accident safety to make it clear. Safdie asked if we have documentation that she is responsible for establishing meetings on an annual basis and if so where is that documentation? Safdie continued on page 2 of the policy lines 5 – 11 regarding supervisor reporting. It says that an injured employee must fill out these forms. When this policy was issued originally, we didn’t have a Human Resource Officer. That was seven years ago. We are now looking at safety issues and how does the Human Resource Officer fit into this? Wood replied, “Based on what I understand it is very much housed in the H.R. Department. When an employee is injured they have the all the procedures and data as to where you go, who you report to, what are your options. It all feeds through H.R. Safdie said he thought that is how it should be, but in the policy it says the injured employee’s supervisor shall complete in its entirety, First Report of Work Injury, etc. Safdie requested we take this policy to the policy committee and modify this portion to include the role of the H.R. Officer. It may be your decision that it is fine just the way it is, but if not then we need to clarify that the Human Resources Officer plays a role and it is not just their supervisor, who could be their principal. In an accident investigation the H.R. Officer and the Finance Director both have roles in an accident investigations because of insurance issues. He asked in lines 18 – 24 do we need to have a reference to H.R. and Finance Director in this section. Wood asked if he would like to add to the policy committee meeting? Safdie confirmed he would like to do that. Safdie continued with some questions about fire drills on policy 3.202. His question is are we offering 6 fire drills with evacuation in the schools? This says every 30 days there shall be a fire drill. Inman stated they do abide by that and he is speaking from experience. They have to record that. Safdie asked where is the notebook kept and how is that compiled and shared with the Director of Schools. Inman said he does not know where the information is kept. Wood mentioned the fire marshal also checks this information and it is normally kept with a secretary. Safdie said he had one other question on Policy 3.203 Emergency Plans and Crisis Management. He stated he was under the impression the emergency policies are written at the broadest level. What he is looking at is emergency plans where you have a very broad statement of why you are doing this. It says the board recognizes that it is a custodian of next generation. Why are we using such flowery words and such an introduction. The idea of a good policy is that it is brief and and doesn’t micro-manage. Looking under that is the list of responsibilities and that should be in procedures. I would like the policy committee to look at the responsibilities and who they are assigned to. We could shorten the whole thing and then say the Director of Schools shall have responsibility for working with his/her staff to develop an emergency plan. This should be a part of the procedural manual. The policy could just say it is the Director’s responsibility. All these people have a responsibility and they fall under the Director. Wood asked Safdie if he wanted us to present this to the policy committee along with TSBA’s recommendation. He confirmed he wants us to do both of these. The committee discussed the TCA

reference. Brock went back to the discussion on using chemicals and the MDS on these products. He said the teachers were tasked to have a MDS on all products in their classrooms including hand sanitizer. He said this book would be massive. The committee discussed the MDS and ways to make it easier for the teacher if a student were exposed and had a reaction. It would be like looking in an encyclopedia for the information. Brock asked if it could be electronic. Harris mentioned she would check on that. The committee went on to discuss the OSHA standards and keeping of the MDS. Safdie mentioned we could ask Mary to see if there was a way to manage it so we would meet OSHA standards. Wood stated the requirements were if you were in your area you must have those specific you have in your room. You don't have to have the whole book. Brock mentioned the things like Windex, glue. Wood asked if the committee would like to ask Mary Kington to come to the January meeting and discuss how it all works, what are the requirements, what options are and what are we doing to comply. Hamby stated on the policy 3.205 Security she would like to talk to Bo and Casey Cox about what the exact duties of a SRO are. She briefly discussed an incident regarding a person who was under influence. She wants to know exactly what they are allowed and not allowed to do in a school setting. What are the duties, and what are their responsibilities for making our schools safe. The committee discussed the situation regarding the reasons a SRO could not deal with an intoxicated individual. She also brought up an issue with a restraining order. Boston explained the situation regarding a restraining order. She said they would only be responsible in the case of an order of protection. The committee discussed the difference between a restraining order and a order of protection.

The committee went on to discuss when we would have the January retreat. Hamby made a motion to ask Bo Magnusson and Casey Cox that we bring Bo and Casey to our retreat.

VOICE VOTE: Safdie (mover-yes)
Inman (seconder-yes)
All Ayes

MOTION: Carried Unanimously
Boston tasked Patton to send the amended contract to Jane Franklin and she should add it to the Board Agenda for April 26, 2018.

7. Other discussion

8. Adjournment – Mrs. Rebecca Hamby

VOICE VOTE: All Ayes

MOTION: Carried Unanimously
(The meeting was adjourned at the approximate hour of 5:30)

Mrs. Janet Graham
Director of Schools

Mrs. Rebecca Hamby
Chairman of the Safety Committee

Jane Franklin
Executive Assistant for the Director of Schools and BOE

