**IDAHO SCHOOL SAFETY AND SECURITY ADVISORY BOARD**
**VIDEOCONFERENCE MEETING**

**Thursday – January 12, 2017 - 1:30 p.m. (MT)**

**Division of Building Safety**
**1090 East Watertower Street, Suite 150, Meridian**
**1250 Ironwood Drive, Suite 220, Coeur d'Alene**
**2055 Garrett Way, Building 1, Suite 4, Pocatello**

***NOTE: The following report is not a verbatim transcript of the discussions at the meeting, But is intended to record the significant features of those discussions.***

Chairman Rep. Wendy Horman called the meeting to order at 1:36 p.m. (MT)

**Board Members Present:**
Rep. Wendy Horman, Chairman
Sen. Marv Hagedorn
Matt Freeman, Vice-Chairman
John Ganske
Jeri Henley
Brad Richy
Matt McCarter
James Fry
David Gates
Matthew Handelman
Logan Easley

**DBS Staff Members Present:**
Chris Jensen, Administrator
Ron Whitney, Deputy Administrator
Patrick Grace, Deputy Attorney General
Brian Armes, IOSSS Program Manager
Larry Jeffres, Regional Manager, Region 1
Mike Munger, Southwest School Analyst
Mark Feddersen, North School Analyst
Guy Bliesner, East School Analyst
Kayla Harris-Baker, Administrative Assistant 1

**Board Members Absent:**
Chad Huff
Jeff Gunter

- **Approval of January 12, 2017 Agenda and August 31, 2016 Meeting Minutes**
  ***MOTION:*** Matt Freeman made a motion to approve the January 12, 2017 agenda and August 31, 2016 Board meeting minutes as presented. Jeri Henley seconded. All in favor, motion carried.

- **Schedule 2017 Board Meetings**
  The Idaho Office of School Safety and Security offered three potential dates for 2017. They are as follows: August 3rd, August 10th and September 21st**.** At the direction of the Chairman, the board unanimously approved September 21, 2017 as the next board meeting.

  ***ACTION:*** The 2017 Idaho School Safety and Security Advisory Board meeting date will be placed on the Division's board calendar and website.

- **Program Manager Report**

***ACTION:*** In the future, analysts will inform board members of when they will perform Assessments in their area. Board members will inform analysts of times they are available for an assessment walk through.

Higher Education – The Program Manager discussed issues and goals with higher education facilities. He stated that universities usually have a security staff in place, while other smaller colleges do not. In addition, the issue with varied sizes, facility types, demands and needs. The office did a training assessment at Treasure Valley Community College, at which time PM Armes became aware that it is not considered an Idaho facility. It was a good opportunity to start at with its smaller sized campus, engaged administration and close vicinity. The assessment used is modeled after the Texas Higher Education assessment. Eastern Idaho Technical College is the next college on the list with a goal of completing this spring. With the snow days, it may be postponed until the fall.

Other Activities – The Program Manager gave a quick list of activities the office has been involved with. The presentations have been mostly an awareness campaign to introduce the office to outside agencies. He discussed publications that the regional analysts have written for Slate Magazine and Campus Safety. Chairman Representative Horman requested a copy of the articles be sent to the board members.

***ACTION:*** The office will send out to the board members a link of any publications written by the analyst.

Outside Agencies Contacted – The Program Manager referenced a list that was in the packet for the board meeting of agencies in the state of Idaho that the office has contacted and worked with. He questioned the board members of any additional agencies that they would recommend the team contacting. Chairman Horman asked what contact the office has had with the Idaho Education Association (Teacher's Union). Manager Armes answered that he has contacted them earlier, but had not had much contact with them currently. He explains that he has been learning how to approach them in a way that all parties will benefit from the working relationship because they are in a transitions phase. He asked if there was a specific idea she had for their involvement. She responded that there was not a particular idea, but more of a thought of their involvement as we develop and solidify a training process. Member Henley spoke about the PTA hosting a presentation by Guy Bliesner at their annual conference. Board Member Handelman discussed Department of Education and the board of Education as possible agencies to work with. Manager Armes spoke of trusting Matt McCarter and Matt Freeman as being representatives from those agencies. Board Member McCarter stated that he has linked information to See, Tell, Now! to the State Department of Education. Chairman Horman added Charter School Association. Program Manager Armes shared his findings with charter schools and the offices struggle to keep an accurate finding of what charter schools are new, which charter schools are decommissioned and which charter schools have relocated.

Charter Schools – Compass Charter School called the office due to the state of emergency declared by Meridian. They were inquiring about FEMA dollars to help repair the flooding.

That was when the office discovered an issue of charter schools being their own LEA they have not been written into county emergency plan. Analyst Munger discussed all of the contacts he made to figure out how to stabilize a plan to include charter schools. Chairman Horman requested that the office should be at the Public Charter School meeting to present. Board Member Richy explained that for schools to be granted FEMA dollars, it would need to be approved at a state level and requested by the Governor.

Assessment Tool - The Program Manager and three Regional Analysts took turns discussing the list of different points of interest of the assessment tool that was provided in the packet. PM Armes focused on securable fences/perimeter, supervision on campus, communications within the school, health/mental; Analyst Bliesner discussed accesses control and checking in; Analyst Munger covered the climate and culture portion; Analyst Feddersen explained the SRO groups. During the discussion, while discussing the climate and culture portion, Board Member Henley asked if the students that we asked question were chosen at random or appointed by administration. PM Armes answered that they were chosen at random.

Student Teaching – The Program Manager discussed the training the office has been providing to BSU teaching students on Emergency Operation Procedures and Standard Operation Procedures. The training has now been requested by BYU-I and NNU. PM Armes asked for the boards thoughts on training those facilities. Chairman Horman deferred to Vice Chairman Freeman. Vice Chairman Freeman stated that statue responsibilities should take priority. Chairman Horman asked if it was possible to contract with the office for that training. Deputy Attorney General Grace stated that he looked into it and there is no authority to contract, but he sees that there is a need, so it could be something that will need to be addressed in the statue moving forward. PM Armes stated that he sees there being multiple interface points and a possible need to amend down the road. Board Member McCarter discourages stretching for contracting, as the office is new. He suggests sending invitations to the facilities that are outside of statue authority for training already being offered in their area. Chairman Horman would like to have the office work on that and bring back further thoughts for statue/amendments during the September board meeting. Board Member Dave Gates would like to focus on the ideal model for student teaching training to present to all different classes of future teachers.

***ACTION:*** The office will continue to work with DAG Grace for possible amendments or solutions for private schools, which will be presented at the September board meeting.

Legislative Report – The last item on the agenda for PM Armes was the Legislative Report. It is required by statue that it be reported to Legislative offices before February 1, 2017. PM Armes discussed what the formatting the board would like to have delivered. Chairman Horman discussed that usually it is an emailed copy provided for the House and Senate Education committee. Board Member McCarter explained that while they are usually submitted electronically, with the office being new, he would suspect that the committee would request a brief on the report. Chairman Horman brought up her discussion with the Chairwoman of the House of Education Committee, who would like a presentation from the office. PM Armes asked Chairman Horman if she would like this office to prepare the Legislative Report for presentation to the respective committees. Chairman Horman asked

DAG Grace if the board could vote on it through email. DAG Grace explained that it would have to be voted on as a governing body, so it would have to be on a teleconference or in person, prior to February 1, 2017. Program Manager Armes stated that the last item is seeking direction on the summary of events and the findings of the assessments being the main pieces of the Legislative Report. Chairman Horman opened up that topic for discussion before excusing herself and provided the gavel to Vice Chairman Freeman. Vice Chairman Freeman asked the board for their observations on the Legislative Report. Board Member McCarter explained that he felt it was important to start with speaking directly to what the statue states the office is meant to be doing. He discussed sharing the administrator survey results to show how the process has been being received by the school districts. Manager Armes asked about formatting for the report. Vice Chairman Freeman stated that there is not a standard template, it is usually helpful to be written in a narrative format and that he agreed with Board Member McCarter on focusing on statue requirements. Board Member McCarter identified that the State Department of Education (SDE) has a standard template, so he suggested that Division of Building Safety (DBS) might also have a template from other reports provided. Administrator Jensen stated that DBS does not currently have a standardized template. Member McCarter offered to share SDE's template. Manager Armes accepted. Vice Chairman Freeman questioned if Program Manager Armes had anything else to share, which he did not. Board Member Henley asked what her role, as a Board Member was officially to entail. DAG Grace explained that it is an advisory role statutorily, so she is there to share her thoughts on topics about the Idaho Office of School Safety and Security (IOSSS) as they seek guidance from the board for future endeavors. She clarified that she attended to support the office's current movements. Program Manager Armes elucidated they were meant to provide outside oversight on the IOSSS program. Vice Chairman gave an example on the previous discussion about what the office should prepare for a Legislative Report.

Law Enforcement Group – Board Member McCarter asked for Program Manager Armes to go into depth on the Law Enforcement (LE) Group. Manager Armes explained that the LE Group was created to have a School Resource Officer (SRO) advisory group of officers who were in schools regularly. Armes explicated that SRO is a loosely defined term and that he was trying to get the SRO advisory group to help create a statewide standard for SRO verbiage. He stated that the group is trying to help get consensus on what an SRO program looks like for educational facilities. The advisory group will discuss perimeter labels, in reference to size, placement, and colors. The meeting was scheduled in December, but was rescheduled to January due to weather restrictions. Member McCarter inquired what time the meeting would take place. Program Manager Armes responded that it would take place at 9 am on the last Friday of January. He explained that it was an LE specific group and that there has not been an invitation extended to people outside of LE.

Substitute Policy – Board Member Henley would like to contribute in creating programs come out for substitute teachers. She proceeded to discuss issues with current substitute programs that she works for, personnel issues and facility issues ranging from lack of ability to lock doors during lockdown, not enough instructions for substitutes, and identifications without photo. Program Manager Armes requested that the board go back and look at the assessment to show the questions regarding trained substitute teachers and facility policies

for substitute teachers. He pointed out the statistics that less than 40 percent of substitute teachers are trained in emergency operations. He also communicated how many substitutes are in schools that are assessed, usually in the role of a classroom substitute. Manager Armes spoke about how the goal with substitutes is to create a commonality within the field, so multiple districts can share substitutes who encompass proper knowledge and training. Board Member Dave Gates shared his experience from a school assessment that he had accompanied Analyst Guy Bliesner on earlier in the day. He discussed his concerns with how the training was being articulated between school administration and teachers. Member Gates would like to focus on the model of substitute teacher protocols would be and working on getting that model standardized across the facilities. Board Member Matthew Handelman discussed his experience with how all the districts he's worked in have had substitute folders with detailed instructions on multiple topics to include kids' with allergies to school policies. He believes it would be conceivable to have a standard, at minimum, within each school. Vice Chairman Freeman conveyed working with school administrators associations to create an easy to follow instructions for training standards template.

Board Members Walkthrough – Vice Chairman Freeman opened up the discussion on whether they would find it useful or appropriate for Board Members accompanying the regional analysts on assessments. Board Member McCarter pointed out that the previous meeting in August, the board agreed upon the office sending out a calendar of upcoming schools, so the members could try to schedule in a time to accompany the analyst on an assessment. Program Manager Armes explained that that scheduling varies so heavily that it would probably be easier for individual board members who are interested in a walkthrough contact their regional analysts with timeframes that work for them and the analyst could attempt to accommodate. Vice Chairman Freeman agreed that board members sending a block of timeframes that they are available might be the simplest solution. Board Member Easley concurred the there are moments when teachers within the same building as the administration may not be able to meet with them depending on the day, so he thinks that maybe the chain of command could be utilized in that instance. Manager Armes shared that administration is asked during the assessment, if the ancillary administration is fully aware of their duties in the administration's absence.

- **Administrator Report**

  Financial Report – Administrator Jensen reviewed The Idaho School Safety and Security Advisory Board Fund, FY 2016 financial statement as of January 31, 2017. Administrator Jensen explained that IOSSS is about 40% through the yearly budget, which is on track financially.

  Administrator Report – Administrator Jensen discussed the changes throughout DBS and his new role. He stated that he would have more to discuss in September's advisory meeting. Vice Chairman Freeman asked for questions, which Board Member McCarter asked how the reorganization of DBS would affect IOSSS. Administrator Jensen replied very little.

- **Adjournment**

  Vice Chairman Freeman asked if there was any other inquiries from the board. Member Matthew Handelman would like to verify what time the future board meeting will be. Vice

Chairman Freeman agreed. Administrator Jensen explained that usually board meetings are scheduled for 9:30 a.m. (MT) Vice Chairman Freeman confirmed that the next meeting should commence at 9:30 a.m. (MT). .

***MOTION:*** Vice Chairman Freeman made a motion to adjourn the meeting.

The meeting adjourned at 2:53 p.m. (MT).

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| WENDY HORMAN, CHAIRWOMAN<br>IDAHO SCHOOL SAFETY AND<br>SECURITY ADVISORY BOARD | CHRIS JENSEN, ADMINISTRATOR<br>DIVISION OF BUILDING SAFETY |
| _____ | _____ |
| DATE | DATE |