



Coppell ISD

Safety Design Committee Agenda & Minutes

September 11, 2019
3:30-5 PM

This will be our first committee meeting for the 2019-2020 school year.

Meeting Facilitator: Rachael Freeman/Jennifer Villines

Invitees: District's Safety Design Committee

- I. Call to order-**Rachael Freeman** at 3:37 pm
- II. 33 members present and introductions were facilitated by **Jennifer Villines**
- III. Determination of Quorum – **Rachael Freeman**
- IV. Approval of minutes from last meeting (June 12, 2019)- read by **Rachael Freeman**
- V. Minutes were read and a motion to approve minutes was made by Nicole Jund and second by Diane Love. Vote conducted and minutes were approved.
- VI. Old Business – **Rachael Freeman**
 - a) Navigate Prepared progress-most campuses have run at least one drill using Navigate. Most (elementary/middle) report that it is easy to use, functional, and has some great features (chat). High school campuses are experiencing issues with students that travel from one campus to another. Shuttle services are often delayed and students are normally late to classes, which affects how we account for students. VPC has no student data, and therefore is unable to utilize the student accounting piece of Navigate.
 - a. Secondary has experienced difficulty with students being on shuttles between campuses and unaccounted for while in transit.
 - b. It would be good to import the drills right into a drill log
 - c. If an employee is off site – how do they check-in or say they are not present?
 - d. Campuses that have no data are a concern since they are not set-up as a “campus” since they share enrollment of students.

- b) Flysense- 3 of 4 units installed as of 8/28. Waiting on IT to install one drop for the 4th unit. Then the Administrative staff have to go through an Onboarding (training) process on how the app works.
 - a. 3 units installed, will check on status of the 4th unit.
- c) Raptor- lots of issues the first couple weeks. With IT's help, we have been able to iron out most of the issues. I am also working on some training for Secretaries/Front office staff about how to use Raptor, as this seems to be the biggest issue. Per Sid, new units will be ordered, if necessary.
 - a. The visitor button is disabled on the kiosk so that visitors must use ID to check-in with Raptor.
 - b. You do not need to use Raptor for events that are before or after school hours.
 - c. Batch print was shown to all secretaries for large events at a previous meeting.
- d) New AED Signs – has all AED locations in building and the campus location if you need to call for help. All are complete except for CHS. We are waiting for the remodel to be complete. Bleed kits will be coming, and they will be housed with the AED's. – **Rachael/Joyce**
 - a. New AED signs will show where all AEDs are located in that building. Contact Rachael if you need additional signage.
 - b. Additional Stop the Bleed Kits are coming! CHS will mount 4 additional kits.
- e) SRP Cards were created that detail the emergency procedures. This will be small enough to wear behind your badge.
 - a. SRP card goes behind your badge – given out to all staff in August.
- f) We left the front door unlocked, but locked the door leading to the front office. Front office staff now has to buzz you in.
 - a. Entry door to office is locked and controlled – has been going well according to campuses.
 - b. Button placement has been requested at a few campuses (additional buttons needed).

- g) ID Badges to be worn starting in Middle school. Several elementary campuses are piloting this also. We are in the process of purchasing equipment for some campuses and issuing these cards.
 - a. Middle schools are getting their photos taken for badges. The campuses will be rewarding and reinforcing student's that wear their badges in order to be proactive.
- h) YMCA was trained prior to school starting by Rachael on SRP procedures. They were also advised that all exterior doors need to remain locked, and that propping doors was not acceptable.
- i) Hazeldon curriculums (drug/tobacco awareness & prevention) at various campuses. We have already had a few students disciplined for vaping (nicotine and THC).
 - a. Grade 5 will get this curriculum from their campus counselor this year. Students in grades 6-12 will get this information from their ISS teacher when the correlating infraction occurs.

VII. New business

- a) We are still welcoming first responders during lunches at all campuses. We had this program last year, but did not see many officers taking advantage of this opportunity.
 - a. Recognized first responders in our meeting today and thanked them for their service and dedication.
- b) CHS9 will be piloting a new program called SOS, which is a suicide protocol similar to Teen Screen. SOS has additional components which would allow follow up. – Counselor (**Kelly, Sharron, or Jayla**).
 - a. Kelly Spears elaborated on the components of the program.
 - b. Officer Moreno discussed how patrol and the PD can assist with students that leave campus that may have had negative self-talk or suicidal ideologies.
- c) New procedures coming to Buddy Echols Stadium (**Nicole or Kit**).
 - a. Metal detector lines moved pretty quickly – 4 lines available.
 - b. No clear bag policy – there is a bag size policy 4.5” x 6.5” measurements.
 - c. Exit only at 3rd quarter – close the turnabout gates to help with “traffic.”

- d. The utility bill notice from the City would be a good place to provide announcements.
- e. Additional signage and communication will go out before the next home game.
- f. Major discipline and safety concerns that we had last year were not present during the first home game, which is a celebration!

VIII. Questions or comments from public – no additional comments

IX. Future meeting dates: 1/30/20 4-5p, 3/26/20 3:30-5p, and 6/2/20 3:30-5p. They will all be held in the CISD Admin Boardroom.

X. Adjournment – 4:20 pm

Members Present:

Nick Conrad – AP @ CHS9

Joseph Smith – AP @ CMSW

Diane Love – Admin (Truancy Officer)

Joyce Alcorn – Coordinator of Nurses

Sharron Thurlkill – Crisis Counselor

Kelly Spears – Crisis Counselor

Nicole Jund – Asst. Director of Athletics

Jayla Maehs – Counselor CHS9

Brandon McGill – AP @ CMSE

Camille Porter – AP @ VPC

Jennifer Villines – parent, Director of Staff and Student Services

Anthony Hill – CISD Board of Trustees

Nichole Bentley – CISD Board of Trustees

Crystal Roach – AP @ DCE

Kit Pehl – Director of Athletics

Amy Curry – Service Center

Naveen Boppana – Admin/Communications-Webmaster

Amanda Simpson – Admin/Director of Communications

Gary Beyer – teacher at CHS, retired CFD

Todd Sissom – IT

Stephen McGilvray – IT

Scott Wilson- Community

Katie Hubbard – Community

Melissa Warren – teacher @ Lakeside

Charles Warren – Coppell Fire Department

Brad Simpkins – Coppell Fire Department

Kathleen Valenski – Nurse @ VRE

Ashley Uphaus – Nurse @ CRE

Krixia Funa – teacher at CCE

Rachel Schneider – AP @ Lakeside

Annelise Ford – AP @ TCE

Zane Porter – Admin Intern @ NTC

Rachael Freeman – Coordinator of Safety & Security

Sgt. Albert Moreno – Coppell Police Department (present but did not sign in)