
TISD SCHOOL SAFETY & SECURITY COMMITTEE MEETING MONDAY, NOVEMBER 28, 2022

The meeting was called to order by Dr Steven Gutierrez, TISD Chief Operating Officer, at 4:37 pm, in the Tomball ISD Administration Building Board Room. Dr. Gutierrez welcomed the committee members and asked everyone to briefly introduce themselves. Dr. Gutierrez reminded the committee that this is the second of three mandatory meetings to be conducted this school year. He announced that the meeting agenda was posted according to the open meetings policy.

Stephanie Thomas explained the safety audit process with the TISD consultant company, RS-School Safety. Dr. Gutierrez then introduced Mr. Jeb Lacy with RS-School Safety. Mr. Lacy was present via Zoom.

Mr. Lacy described the process that RS-School Safety will utilize for conducting the 2022-2023 statutory audit of the district safety and security. This process will be handled in four phases. The first phase is a programmatic assessment of the district emergency operations plan and annexes. The agendas and minutes of the committee meetings will be reviewed. The policy and written procedures of the district's behavioral threat assessment teams will be reviewed for team coverage and composition. Drill and exercise records for all campuses will be reviewed for the current and prior school year. A detailed report will be provided along with a tabular program improvement plan that addresses areas of need or development in early December 2022.

Phase Two will consist of assessments of all district facilities, including non-instructional facilities. Significant observations and identified priority areas will be delivered in draft upon completion of phase two. The non-instructional facilities have been audited and elementary facility audits will begin in the next week.

Phase Three will include intruder/penetration testing at all instructional facilities and the primary administration facility. A detailed report in draft form will be provided and may be treated as a restricted report under Texas Education Code. The majority of the first three phases will be complete in January or early February 2023.

Phase Four will provide final versions of reports and an in-person briefing to district leadership or the District School Safety and Security Committee. Upon release of the District Audit Report (DAR) Tool by the Texas School Safety Center, a document answering each question will be provided in April 2023. This document allows the

Board President and Superintendent to sign in verification of the information reported in the DAR Tool.

Mr. Lacy gave a background summary of the history of RS-School Safety and his credentials in emergency response and planning. He stated that the committee's role in this process is to review the reports and be involved in the oversight of safety and security for the district.

Dr. Gutierrez stated that emergency plans are created but must be pressure-tested on a daily basis and the school audits are tests of these plans. The district has invested in this team to be on the same page with information and coordination with RS-School Safety.

A committee member asked about the timeline for reviewing documents in the spring and what will happen between April and the report due date of September 2023. Dr. Gutierrez responded that the district's goal is to submit the DAR Tool to the State before the end of the school year. Action plans are initiated immediately upon release of campus audit reports, allowing for continuous improvement.

Dr. Gutierrez discussed the rolling basis of audits over the three-year period. Stephanie Thomas, Assistant Director of Operations, participates in each facility audit with assistance from the Student Resource Officers.

Tomball Police Chief Jeff Bert asked about the other components of the campus safety audits, primarily environmental factors, that are in a different category of oversight. Mr. Lacy responded that only basic environmental safety aspects from the Texas School Safety audit checklist are included. Occupational safety elements are only audited in non-instructional facilities. The TISD water treatment facility will only be audited from an access standpoint.

Stephanie Thomas presented updated information on bleed control kits and stations in response to questions asked in the first committee meeting. TISD has more kits than required but in the interest of increased availability in the event of an emergency, a \$38,000 grant application to HCA/Tomball Regional Hospital has been submitted. We are waiting on approval of this grant to purchase additional kits. School nurses have documented the locations of the kits and those maps are held at the front desks at each campus.

Ms. Thomas also reported that all campus emergency drills were planned and documented prior to the start of the school year. All campus fire drills have been

completed. Approximately 46% of the SRP drills have been completed and documented.

Dr. Gutierrez commented that TISD added Ms. Thomas' position at the beginning of this school year as an additional investment in district safety.

Ms. Thomas continued her presentation with information about the state intruder campus audits. She stated that the auditors will try to gain access to the campuses in a non-threatening way, and if they do, how the staff and students respond to visitors without visible badges or nametags. They will check at the front office, do door sweeps and observe entry procedures. To date, five TISD campuses have been audited and have had no findings.

Dr. Gutierrez announced that the meeting would go into closed session at 5:12 pm and read the closed meeting code to the committee.

The open meeting resumed at 6:12 pm. Dr. Gutierrez stated that the next committee meeting would be held in April or early May. After a motion to adjourn was made by Mr. Lee McLeod and seconded by Mr. Landon Reed, the meeting was adjourned at 6:13 pm.