



Special Meeting Agenda

Pioneer Middle School, 1750 Bob's Hollow Lane DuPont, Washington

6/4/2014 5:30 PM

I. CALL TO ORDER

(Action)

- A. Pledge of Allegiance
- B. Roll Call
- C. Approval of Agenda

II. COMMENTS FROM THE AUDIENCE

(Information)

Members of the audience wishing to comment on specific items on this agenda will be allowed to comment briefly during the Comments From the Audience portion of the agenda. Those wishing to speak will please sign the Speaker List in order to be recognized by the Board. **Please limit your comments to three (3) minutes.** The Board will not entertain comments during any other part of the meeting. Remarks of a negative nature singling out specific employees, other than the Board or Superintendent, will be heard in executive session following the business meeting. The Board reserves the right to terminate presentations containing personal attacks on individuals.

III. CONSENT AGENDA

(Action)

The purpose of the consent agenda is to reduce time going through motion, second and voting on issues of common consent. Any Board member can ask for any item to be removed from the consent agenda. There is no discussion of items on the consent agenda. By motion of the Board, remaining items are approved without discussion as part of the consent agenda. Discussion of items removed from the consent agenda occurs immediately following action on the consent agenda.

- Approval of Administrative Personnel Report.pdf (p. 2)
- Approval of Certificated Personnel Report.pdf (p. 3)
- Approval of Classified Personnel Report.pdf (p. 4)

IV. SAFETY GRANT UPDATE

(Information)

Presenter: Kathi Weight

- Emergency Response Safety Planning Update.pdf (p. 5)

V. ADJOURNMENT

(Action)

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District are digitally recorded.

Steilacoom Historical School District No.1
Administrative Personnel Report

Personnel Report 6-4-14						
Name	Position	Hours	Location	Effective Date	Action	Comment
Lee Sandy	Assistant Principal	8	Chloe Clark	8/11/2014	New Hire	
Harvey Paul	Executive Director of Student Achievement	8	District	7/1/2014	New Hire	

Steilacoom Historical School District No. 1
Certificated Personnel Report

Personnel Report 6-4-14							
Name	Position	FTE	Location	Effective Date	Actions	Stipend Amount	Comment
Beck Christi	Teacher	1.00	Chloe Clark	6/11/2014	Resignation		
Croft Rachel	Teacher	1.00	Chloe Clark	6/11/2014	Resignation		
Hylton Dani	Teacher	1.00	Cherrydale	6/11/2014	Resignation		
Wheaton Ryan	Student Services Coordinator	1.00	District	6/11/2014	Resignation		
Raschke Ragan	Dance Club Advisor	1.00	Pioneer	5/20/2014	Stipend	600.00	last quarter installment-completed total of 3 quarters

Steilacoom Historical School District No. 1
Classified Personnel Report

Personnel Report 6-4-14						
Name	Position	Hours	Location	Effective Date	Action	Comment
Birdsong Veronica	Fiscal Coordinator	8	District	6/16/2014	Resignation	

Emergency Response/Safety Planning Steilacoom Historical School District

Steilacoom Historical School District No.1 will be undertaking a comprehensive vulnerability assessment and development of the district's safety, security, crisis/emergency response plan and All Hazard Based training. This will include policies, protocols, lock down response and communication, evacuation procedures, All Hazard Based training of staff and students, which we will ensure transportation, food service, before and after school programs and other related departments. This project will also involve the networking, telecommunication, door access equipment, surveillance and radio security equipment for each of the 6 buildings: Steilacoom High School (9- 12), Pioneer Middle School (6-8), Saltar's Point Elementary (4-5), Chloe Clark Elementary (PK-3), Cherrydale Elementary (PK-3) and the remote school on Anderson Island (K-5).

The district will utilize the expertise from both a Security and Crisis Consultant and an Information Technology Consultant in performing a review. It will require collaboration with Pierce County Sheriff Office, Town of Steilacoom and City of DuPont Police Departments and JBLM Military Police. These law enforcement entities will assist the district in address response time, lock down procedures, evacuation procedures, and actively remote access to surveillance equipment including kill switches at all buildings.

It will also address the need for rapid response to Anderson Island through Pierce County Sheriff Office, Fire and Ferry Departments for accessing Anderson Island.

The district will complete this work through phases.

Phase 1: (Grant and Local Funding)

- Assessment of 6 sites for the following areas:
 - Site assessments reports for developing the Crisis/Emergency Response Plan
 - Drafting of Safety, Security and Emergency policies, procedures and processes
 - Response protocols and systems with Emergency Responders
 - Evaluation of Emergency Responders Building and Remote Access and Building Mapping
 - Lock down procedures
 - Information technology (networking, communication, remote access, wireless and digital technology, backup strategies, software applications, etc.)
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Phase 2: (Grant and Local Funding)

- Preparation, information gathering and writing of Crisis/ Emergency Response Plan for the district
- Information technology assessment report for district
- Write best practices
- Coordinate and collaborate with Pierce County Sheriff, Town of Steilacoom and City of DuPont Police Departments, JBLM Police and West Pierce Fire and Rescue on required response protocols, evacuation procedures, All Hazard Based training, network access, communication processes

Phase 3: (Grant and Local Funding)

- Conduct training to staff, students, contracted employees, parents and community leaders on Crisis/Emergency Response Plan
- Conduct a series of coordinated drills

Phase 4: (Grant and Local Funding)

- Implementation of assessment results:
 - Perform upgrade to technology equipment for an emergency response network and communication to allow a gateway for law enforcement to access remotely
 - Automated lockdown announcement system
 - Surveillance, security equipment and access control equipment
 - Technology improvements to meet project needs include
 - Central Camera and software recording and storage system
 - IP Power over Ethernet Cameras to replace any existing analog and non-networked cameras and add cameras where needed
 - Expansion of current network switches to increase the number of available Power over Ethernet ports for IP Cameras
 - Building cabling to support installation of IP security cameras
 - Upgraded district wide phone system to contain or interface an all in one solution for an internal public address, announcement, and intercom system
 - All hardware, software, and cabling necessary for the installation of a district wide access control system
 - Law Enforcement wireless access
 - Firewall Upgrade to interface with Law Enforcement networks to provide seamless remote connectivity
 - District will analyze the ability to install building kill switches for law enforcement overrides

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- Initial assessment and coordination of plan – June 2014
 - Emergency Response Training
 - Administrative Staff- August 2014
 - First Student Contractor – August 2014
 - All Certificated Staff – August 2014
 - Students and Community– Fall 2014
 - Community Leaders – Fall 2014
 - Completion of Emergency Response plan – January 2015
 - School Board - Presentation on Overview of Project – September 2014
 - Coordination with Local Law Enforcement – Various dates working with multiple entities.
 - Policies, procedures and protocols – March 2015 – many parts of plan
 - Automated lockdown announcement system – March 2015
 - Building Kill Switches for law enforcement overrides – March 2015
 - Technology, Networking and Wireless – March 2015
 - Security Equipment – March 2015