

Dr. Rasmus called the Millville Area School District Safety Committee Meeting to order at 5:02 pm.

Those present in the High School Library were Joseph Rasmus, Superintendent; Gena Maize, Board/Committee member; Heather Mausteller, Board/Committee Member; Chief Michael VanDine; Sergeant Scott Traugh; and Chelsea Rosenberger, Board Recording Secretary.

Appointment of School Police Department Consultant

- ❖ Dr. Rasmus discussed the appointment and ongoing involvement of a School Police Department consultant to assist with implementation and operational planning.
 - Sergeant Traugh indicated he had been working throughout the day compiling information and materials related to the department startup needs, equipment and operational requirements, policy recommendations, and budget planning.
- ❖ The committee acknowledged the significant amount of preliminary coordination required prior to official departmental activation.

MASD School Police Department Establishment Process

- ❖ Dr. Rasmus reported that the formal resolution establishing the School Police Department had been completed and forwarded to the district solicitors for the next phase of legal review and processing. He added that the officers will ultimately be required to formally take oaths of office.
- ❖ The Committee discussed ensuring all legal and procedural requirements are properly completed prior to operational implementation.

ORI Number and Department Identification

- ❖ Chief VanDine discussed the need to establish the department's ORI (Originating Agency Identifier) number, which serves as the official identification number for the law enforcement agency within criminal justice systems.
- ❖ Officer Traugh explained the district would likely only require a limited ORI designation, because it would provide sufficient functionality for the district's anticipated operational needs.
 - Ms. Maize asked whether additional access levels could be added in the future if operational needs change.
 - Officer Traugh stated that the current recommendation is to pursue only the limited designation.
- ❖ Chief VanDine also emphasized the importance of ensuring the district's court petitions properly establish the School Police Department itself and not solely the individual officers.
 - Dr. Rasmus acknowledged the need to verify the language within the petitions.
- ❖ The committee also discussed official department naming conventions.
 - Chief VanDine stated that the official department name should be: Millville Area School District School Police Department.

Staffing Discussions**Reopening of School Police Officer Position**

- ❖ Dr. Rasmus discussed the possibility of reopening the School Police Officer position to seek additional applicants.
- ❖ The Committee discussed coverage needs for officers, substitute availability, scheduling flexibility, event coverage, and future staffing sustainability.
 - Chief VanDine stated two officers would likely provide the majority of needed coverage. However, having additional personnel available for substitute coverage would be beneficial.
 - Mrs. Mausteller expressed support for keeping the position open, noting the district cannot predict future substitute or event coverage needs.
 - Dr. Rasmus also noted the importance of having officer coverage available until approximately 3:30 PM daily to provide support during extracurricular activities and events.
 - Ms. Maize asked whether the district would be required to close school if officer coverage could not be secured.
- ❖ The committee acknowledged the importance of maintaining dependable scheduling and backup personnel.

Officer in Charge (OIC) Discussion

- ❖ The committee discussed the structure and responsibilities of the “Officer in Charge” position.
 - Dr. Rasmus stated that the leadership structure has evolved during discussions and is still being finalized. He explained that the Officer in Charge would be responsible for following scheduling procedures, ensuring daily officer coverage, coordinating absences and substitutions, and maintaining operational continuity.
- ❖ The committee agreed that someone must be specifically responsible for guaranteeing continuous coverage.

Policy and Operational Systems

- ❖ Dr. Rasmus proposed the acquisition and implementation of Lexipol policy services for the School Police Department. Dr. Rasmus described Lexipol as the “gold standard” for living law enforcement policies by providing a system that continuously updates policies based on legislative changes, court decisions, state guidance, and law enforcement best practices. He emphasized that information within the law enforcement policy manuals and operational procedures would remain confidential because tactical and operational safety information cannot be shared publicly, with the Board, or broadly with staff due to security considerations.
 - Chief VanDine reiterated that tactical procedures and operational law enforcement details are confidential in nature and that sharing certain response information publicly could create vulnerabilities.
- ❖ Sergeant Traugh reviewed the Lexipol quote structure and explained that the proposed plan includes a five-year structure with costs increasing approximately three percent annually.
 - Mrs. Mausteller asked whether the costs could substantially increase after the initial five-year period.

- Chief VanDine explained Hemlock Township previously wrote policies internally and due to increasing litigation concerns, they transitioned to Lexipol to ensure policies remain legally defensible and fully updated.
- ❖ The committee agreed that the service is an important liability-reduction and operational safeguard measure.

Equipment and Infrastructure Discussions

Police Vehicle Transfer

- ❖ Dr. Rasmus reported that Hemlock Township approved the sale of a police vehicle to the district for \$7,500.
 - The Committee discussed some logistics including transition timing, vehicle usage, and startup equipment needs.
 - VanDine expressed appreciation for Hemlock Township's cooperation throughout the transition process.

Metal Detector Operational Planning

- ❖ Dr. Rasmus discussed the need to collaborate with administrators and School Police Officers to operationalize procedures for the district's future metal detector implementation.
 - The Committee discussed entry screening procedures, staff roles, student traffic flow, and security monitoring responsibilities.
 - Dr. Rasmus commented that the planning for these procedures will continue as the district finalizes grant funding and implementation timelines.

MASD School Police Department Budget (2026–2027)

- ❖ Dr. Rasmus reviewed the proposed School Police Department budget totaling approximately \$98,330.12.
 - The Committee discussed the startup expenditures, equipment costs, vehicle expenses, operational systems, uniforms, weapons, training, and technology systems.
- ❖ Dr. Rasmus noted that despite startup costs, the district still projects approximately \$20,000 in savings compared to existing contractual law enforcement arrangements.
- ❖ Gena Maize emphasized that the public is looking for the process to be financially feasible and seamless in transition.

Officer Coverage

- ❖ Chief VanDine questioned whether the projected 190-day coverage schedule is sufficient and realistic.
 - Dr. Rasmus explained that additional training days, event coverage, professional development, and after-school activities may require occasional additional scheduling.
 - Chief VanDine expressed concern about potentially exceeding budget projections if coverage assumptions are inaccurate.
 - Ms. Maize stated that the district simply needs to remain reasonable and responsible with scheduling practices.
 - Mrs. Mausteller emphasized that officers should be scheduled purposefully.

- ❖ Dr. Rasmus noted that the officers previously discussed a minimum four-hour call-in standard for after-school assignments.
 - Chief VanDine explained four-hour minimums are standard within municipal policing environments. This was because officers often must alter personal schedules, travel, and preparation time to report for short-duration assignments.
 - Ms. Maize emphasized the importance of ensuring the four-hour minimum is clearly understood and not abused.

Operational Systems and Equipment

- ❖ Chief VanDine explained that ALEIR would function as the department's records management system (RMS).
 - Dr. Rasmus compared portions of the system conceptually to Sapphire, noting that some information may also be documented within Sapphire when appropriate but that operational police reporting would remain separate.
- ❖ Officer Traugh reviewed projected operational expenses including general supplies, officer training, vehicle fuel, and maintenance costs. He shared that he estimated fuel expenditures at approximately \$1,000 annually.
- ❖ Dr. Rasmus discussed potential future use of officers for home/school visitation, residency verification checks, and investigative follow-up.
- ❖ Chief VanDine reviewed projected equipment expenditures and pricing estimates.
 - The Committee discussed firearms, duty equipment, uniforms, storage locations, body armor, radios, and tasers.
 - Ms. Maize asked where the equipment would initially be stored.
 - Dr. Rasmus stated that equipment would initially be stored in the current office area down the hallway. He added that future relocation discussions are ongoing but not finalized.
 - Ms. Maize expressed concern that relocating the office later could create additional expenses.
- ❖ Scott Traugh explained that body armor costs may potentially be reduced through prorated transfer arrangements from Hemlock Township. However, he calculated the budget assuming four fully equipped officers to ensure completeness.
- ❖ Ms. Maize asked whether the district plans to utilize body cameras.
 - Chief VanDine explained that Hemlock Township may potentially donate body cameras to the district in the future.
- ❖ Dr. Rasmus stated that the district solicitor will be consulted regarding whether district firearms should legally be registered under the Officer in Charge or the Superintendent.
 - Mrs. Mausteller emphasized the importance of ensuring both the district and officers remain legally protected and that proper ownership and liability structures are established.
 - Ms. Maize asked what happens if all firearms are listed under one individual's name.
 - Chief VanDine explained the firearms still belong to the law enforcement agency itself and that ownership remains tied to the department regardless of registration details.

Firearms Qualification and Maintenance

- ❖ Ms. Maize asked whether officers routinely practice and qualify with department weapons.

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- Chief Vandine stated that officers qualify annually with their firearms and weapons are regularly checked and maintained.
- ❖ Scott Traugh completed a review of the final equipment cost projections.
 - Mrs. Mausteller noted that even with startup costs, the district still projects significant long-term savings.
 - Dr. Rasmus reiterated that while cost savings are important, operational readiness and liability protection remain critical priorities.

Officer in Charge Compensation Discussion

- ❖ The committee revisited discussion regarding compensation for the Officer in Charge position. They discussed the additional scheduling responsibilities, administrative coordination, and coverage oversight.
 - Mike VanDine noted that all officers are currently structured as part-time employees.
- ❖ The committee generally agreed that additional compensation would likely be handled through payment for extra hours worked as needed and that a separate formal stipend structure was not recommended at this time.

Memorandums of Understanding (MOUs)

- ❖ Mike VanDine reviewed the need for updated Memorandums of Understanding among Greenwood Township, Millville Borough, Hemlock Township, and Millville Area School District.
 - The Committee discussed jurisdictional authority, coverage areas, and mutual operational support.
 - Chief VanDine explained that existing agreements currently allow Hemlock Township to provide coverage within Greenwood Township and Millville Borough. Additional agreements will now be required due to establishment of the district's School Police Department.
- ❖ The committee expressed appreciation for the collaborative efforts among district administration, law enforcement representatives, and municipal partners throughout the department establishment process. They acknowledged that startup planning remains extensive; several operational details still require solicitor review and refinement; and long-term planning and structure continue progressing positively.

ADJOURNMENT

The Committee adjourned the meeting at 6:06 pm.

Chelsea Rosenberger
Board Recording Secretary