District Crisis Team Meeting  
Wednesday, August 21, 2019, 3:30 p.m.

Present:
Orlando Thomas, Windsor          Lindsay Aikman, Centennial
John Lyday, Windsor               Jeanne Smith, Windsor
Lisa Milkereit, Dr. Howard/CFT    Nancy Lorey, Windsor
Todd Hitt, CFD                    David Brauer, Windsor
Sarah Sanders, Franklin           Erin Ewoldt, parent/Carrie Busey
Tim Gabbert, St. John Lutheran    Jonathan Kosovski, Int’l Prep Academy
Amy Lybarger, Garden Hills        Valerie Prescott, Barkstall
Michael Sitch, Central            Joe Williams, Central
Jenelle Thompson-Keen, parent/JE & CI Ellen Schultz, guest
Amy Magers, Windsor

Introduction:
Orlando introduced the goals of today’s meeting:
  • Approval of revised ALICE elementary student presentation and information for elementary teachers
  • Legal review of ALICE drill exemption and recommendation to Board

Team members introduced themselves. Orlando stated meeting minutes will be posted on the District website.

Elementary Student Presentation Review:
  • Thanks to Ellen and Amy for updating the presentation. Original presentation was created in 2014. This update is more developmentally appropriate. Information taken from the official ALICE website.
  • ALICE – stands for Alert, Lockdown, Initiate, Counter, Evacuate. Focus is for students to pay attention. STOP LOOK AND LISTEN. Review what ALICE stands for with students as well as ask presentation questions.
  • Jonathan asked if only doors are to be used in the event of an ALICE drill. Each school might need to determine the best way (window) to evacuate. Mike sees the danger of doing the drill vs rehearsing. In the event this isn’t a drill, you could tell students they might use a window in reality. At secondary level, stopping might be an option too. What might students say? I’ve been shot at? I’ve been in a tornado? Prepare teachers for what students might say.
  • Ellen indicated things can be added to the presentation.
  • Orlando stated there will be many student reactions.
  • Ellen and Amy have times set up to do the presentation to staff at their buildings.
  • TEN CONCEPTS OF ALICE FOR ELEMENTARY has been distributed to the Crisis Team. Ellen showed book. Orlando stated he will get the updated presentation out in the next few weeks after this team discussion.
• Joe plans to set up a voluntary meeting for staff to attend. Can schools have after-school meetings so that on September 3 faculty can be given information?
• Valerie suggested that collaborative teams could discuss. Lisa indicated not everyone has collaborative teams. Should faculty should be included?
• Ellen indicated her principal will get this out to his staff and responses can help answer questions before distributing to the rest of the staff. A meeting could be held for non-teaching faculty already aware of training where this student information does not require them to be at staff meeting.
• Jonathan asked if we could use an optional time (not Sept. faculty mtg.) to share the student communication.
• Not all classroom doors can be locked. Not meant to be locked all the time but during the drills (Ellen).
• Joe requested the gray background be lightened up on the presentation. Jonathan asked if we should say/write “during ALICE” in the gray section heading. Add the words “created for elementary” on title page.

REVIEW LEGISLATION:
Orlando presented the legislative overview to team. The recent presentation to the Board at the included an exemption recommendation from ROE, which implied the intent of the exemption was for students with IOEPs and 504 plans. We now know that the intent of the exemption is different.

Are we going to create policy or follow legislation? We consulted our legal counsel (Jennifer from Franzek) who made recommendations. The team read and discussed:

• Orlando spoke with Jennifer numerous times this week at which time she recommended that we not create policy. Parents can have students opt out and it would be an excused absence. Staff needs to be at the drill. There is flexibility for keeping students out. There has been conversation from all over the state with changes likely over the course of this year.
• Students with 504 Plan and IEPs – follow their accommodations. We have past practice to let us know if changes need to be made.
• Joe stated policy may need to change to say “excused.” Are we saying students must have a 504 or IEP? Orlando indicated no - not every student with an IEP has a need to be exempted. For this year, “for example” could read differently.
• Amy Magers asked if this could this include students who have been recently traumatized.
• Orlando indicated the drill will not look any different that a fire drill – no presence of a gun, sound, running person, just a regular evacuation. The ALICE drill is intended to be minimal for year one. Tod Myers cannot be here today, but CPD was concerned about our readiness for this type of evacuation. We considered whether we were prepared; we were not. CPD has to approve our plans for a slow roll-out. Do we ever have to scale up? Various districts do various types of drills.
Jonathan asked if we advise a student stay home if there is no documented sensory issue at school. Yes, that is the attorney recommendation.

 Teens would need to have adult opt them out. An opt out has to be arranged before a drill and could be on the day of the drill.

 Michael indicated he is okay with what we’ve talked about today.

 Orlando stated a letter would go home to parents about the drill.

 Lindsey can speak to the trauma work. Joe said we know some students are being provided a free and public education. This is an easy way to do that the first year, but from a legal standpoint it’s weird.

 Jenelle asked if the letter is going out in student backpacks and said that isn’t enough. Orlando said the letter would be mailed home.

 Jonathan requested a better way to navigate the students with sensory issues. We can figure it out in the first year.

 Michael got the sense from Board comments that many people want kids involved.

 Valerie indicated parents will think this is a traumatic event. This will be traumatic for students, especially those younger.

 Joe asked if the letter will say you can opt out, thinking that it will go well.

 Orlando noted this drill will look like other drills. No reason for this to be an escalating event. This will be an evacuation. Focus on E – evacuate.

 Todd said it’s going to look like a fire drill. What will it look like? Talked about walking, crawling.

 Jenelle asked if we are leaving intruder in the drill. No

 Valerie stated she’s been showing the power point presentation for seven years. Students will know there’s an intruder. Students know we either lockdown or evacuate. This will look different than what we’ve discussed.

 **Student Conversations:**

 Orlando displayed post drill drafts of student conversations/survey information and team discussed:

 - Lindsey asked what “unfavorably” meant in the context of student survey questions.
 - Michael indicated we will need to talk about crisis preparation (security) in the future.
 - Team determined student survey questions should be differentiated by grades 4-5, 6-8, and 9-12. Team members created groups to consider those questions and submit. K-3 conversational questions are fine. Teachers will be provided a script.
 - Could ask staff what observations they made of students. Emotional struggle? That’s a building level item.
 - Jonathan stated some students won’t understand the intent of this drill is different than a fire drill. Valerie stated the ALICE drill is different. Should ask students if they felt like it was different. Will help us inform us when planning next drill. Joe suggested asking how well the drill went and how it can improve.
 - Team decided we should add verbiage at the bottom of the student surveys letting them know they can “talk to someone….any trusted adult…let your teacher know” if they wish. We agreed to work on teacher script and parent letter.
• John shared that no matter what the team decides, we’ll hear from people who don’t like something. As a committee, we will receive lots of feedback. We need to use our best judgement making decisions regarding the drills and know that not everyone will be pleased. No one solution will please everyone.

• Todd offered this committee information as to what the fire departments are now committed to doing during these active shooter events. Five years ago, policy was written on these events. Columbine caused new changes/tactics for better response. Fire departments’ response has always been to wait until building is secure, then help. This doesn’t work now. Now we are all equipped with bullet-proof vests. We will be in the initial dispatch, ACTIVE SHOOTER. We respond to scene, pair up with police officers, soon to follow initial police going in. We know there are victims and will take care of them inside and getting them out to safe area.

Orlando will share revised survey questions, student presentation, and elementary teacher information to this group before providing to the Board.

**Future meetings:**
It is proposed that future meetings be held at 3:30 p.m. to better accommodate work schedules.

**NEXT MEETING:**
SEPTEMBER 10 – MELLON BOARD ROOM