

Joint Legislative Council's Special Committee on School Safety

Presentation Outline and Appendices

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Director of Student Services
Green Bay Area Public School District**

September 9, 2008



**GREEN BAY AREA
PUBLIC SCHOOL DISTRICT**

All learning. All growing.

Presentation Outline

I. History of Green Bay's Security Plan

1. Columbine – April 20, 1999
2. Make-up of Committee that Developed Plan
 - Director of Student Services
 - Director of Safety, Security and Telecommunications
 - Elementary and Secondary Principals
 - Secondary Associate Principals
 - School Building Custodian
 - Green Bay Police Department Representatives
 - School Resource Officers
 - Brown County Sheriff's Department Representatives
 - Green Bay Fire Department

II. Scenarios/Lessons Learned and Needs Identified/Plan Updated

1. N Elementary School – 07/08 – Missing child during the school day (cameras)
2. C Elementary School – 07/08 – Missing child after the school day (cameras)
3. D Elementary School – 07/08 – Police SWAT Team across the street from elementary school
4. D Elementary School – 07/08 – Pit bull dogs on the playground (clear communication)

III. East Crisis Situation – September 14, 2006

1. Scenario
2. Response (Appendix I)
 - a) Door Security and Building Security Practices – Scenario
High School – Firearm in school building
 - b) Visibility Vests
Need for and
 - c) Role of the School Resource Office – P. 4
 1. Scenario – Winter 07/08 – Autistic child missing
 2. Engagement – Elementary, Middle, High School

IV. Recurring School Crisis Situations – Multi Colored Crisis Plan

1. Lockdowns
 - a) Gunman in neighborhood Scenario – Level I
 - b) Irate parent in building – Level II
 - c) Level III situation
2. Bomb threats – Motive, Ability, Opportunity, April 20th, Cameras
3. Attempted Abductions
 - a) Response
 - b) Role of School Resource Officer

4. Building and District Crisis Teams' Role
 - a) Scenario – 07/08 – Teacher collapse in music room
 - b) District team
 - 1) Make up and training
 - 2) Training – School Crisis Preparedness Conference (Appendix II)
5. Crisis Trauma Aftermath – Current Initiative

V. The Importance of Engagement

1. In the East Crisis Situation
2. Tribes – community building, respect, appreciations (Appendix III)
3. Discipline with Dignity
4. Positive Behavior Supports – Teaching children how to behave in a positive way
5. Link Crew
6. Fostering a Welcoming/Caring Environment
7. Attendance Intervention Specialists

VI. Communication – Sept. 4th Scenario

1. Staff/Students/Public – Private Schools
2. Parents
3. Community

Appendix I

January 12, 2007



GREEN BAY AREA
PUBLIC SCHOOL DISTRICT
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TO: Daniel A. Nerad, Superintendent of Schools and Learning

FROM: Barbara Dorff, Director of Student Services
Allen Behnke, Director of Safety, Security and Telecommunications

INFO: David Zadnik, Assistant Superintendent/Chief Learning Officer
Alan Wagner, Assistant Superintendent-Business and Finance
John Wilson, Assistant Superintendent for Human Resources

RE: **Security Recommendations**

Included in this report are the recommendations we feel are prudent and responsible to implement district wide to increase safety and security in the district. It is our intent to implement these recommendations as soon as possible without negatively impacting existing staff during the remainder of the 2006-07 school year. These recommendations are based on the best available information gathered from national, state and local officials in recent weeks. Incidents at schools have the potential to inflict the greatest amount of psychological damage and stir the greatest emotion. To minimize potential risk to our students and staff, it is important to take reasonable precautions to help ensure the safety and security of our students and staff. While there can be no absolute guarantee of total safety and security, the following recommendations will standardize many good practices already taking place in the district and raise the levels of safety and security for all.

AB/BD:ng
Attachment

Security Recommendations

JANUARY, 2007



GREEN BAY AREA
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Door Security – Annual Cost

1. Secondary Schools (\$11,952 – net impact after proposed staff reduction)

Hire district security staff for:

All High Schools -- 6:30 AM to 7:30 PM

All Middle Schools including Red Smith and Aldo Leopold – 7:00 AM to 5:00 PM

Suggested source: NWTC Criminal Justice Students with an estimated cost of \$10.00/hour.

Eliminate existing door monitor positions beginning in the 2007-08 school year through attrition:

All High Schools and Washington Middle School

2. Elementary Schools (\$112,500)

Hire district security staff for:

All elementary schools from the half hour before school starts to an hour into the school day and for the half hour before school ends to a half hour after the end of the day. (2.5 hours per day x 26 Elementary schools)

Suggested source: NWTC Criminal Justice Students with an estimated cost of \$10.00/hour.

Any additional daily security needs beyond what is outlined above would be looked at and evaluated on an individual basis. (\$15,000)

3. Implement Standardized Visitor Procedures District Wide

Require ID be shown by all visitors when entering the building unless the person is recognized by sight.

Require all visitors to sign in and out of the building – develop a standardized log sheet for all schools to use.

Require all visitors leave a deposit (i.e. car keys, drivers license, cell phone, etc.) unless they are known by sight. This requires visitors to return to the office area when they are done and check out.

4. Install remote access and communication devices at all schools so all schools can remain locked throughout the day. Staff would be able to easily communicate with visitors at the doors and allow entry as necessary. Video cameras would be placed by the front door and a monitor placed on the clerical workstation so staff could see visitors at the main entrance. (\$33,100)

5. Provide staff training as necessary.

Building Security Practices and Procedures

1. Require no re-entry during the lunch period at the High Schools until the last five minutes, with an exception being made for Preble High School due to the number of students.
2. Require students at the high schools to wear and clearly display their Student ID's. The district will provide the breakaway lanyards. (\$3,640)
3. Require four lockdowns a year. At least one must be during an unstructured time such as lunch or recess.
4. Institute a District Wide tip line.
5. Record standardized lockdown messages for the different threat levels so they can be easily accessed when needed. Also provide a standardized script as a backup.
6. Visibility vests will continue to be provided and are expected to be worn by staff with outside supervisory duties. (\$250)
7. Elementary safety/security/student survey will be developed during the summer of 2007.
8. All schools will undergo an annual safety/security inspection by a district team led by Al Behnke.
9. All schools should be provided with an AED and related training. (\$42,000)
10. Develop a weapon's seizure protocol for all staff to follow.
11. Revise the Youth Risk Behavior Survey (YRBS) at the high school level and create a middle school YRBS with anti-bullying, safety/security items.
12. Provide police and fire departments with 24/7 passes to enter the buildings. These would be kept in the police/fire vehicles. Existing Knox boxes would be maintained. (\$413)
13. Install an emergency phone in the four high schools that has a distinctive ring. The internal number would be give out to staff to be used in critical or emergency situations. When this phone rings in the office, answering it takes priority over everything else. (\$160). We will continue to assess the need for this type of phone at other buildings.

Additional Recommendations

1. Increase the number of School Resource Officers (SRO) from 10 to 14. This would allow for a full time SRO at each of the High Schools. This recommendation should be considered in the future as new funding opportunities become available and in conjunction with its impact on other District programs or services. (\$389,080)
2. Provide SRO's with better phones. Nextel phones appear to work better in many of the larger schools. Work with the City to provide School Resource Officers with the best tools available.

The following pages summarize and detail the cost implications of each of our recommendations. We understand that due to existing budget constraints and revenue limits it would be impractical to believe all of these recommendations can be implemented immediately. However, several of the recommendations are procedural and have low budget impact. Others, such as security cameras, can be incorporated to the security improvements that are part of the February referendum.

All of our recommendations would benefit from the legislature exempting security cost as part of the revenue limits. There were very few concerns regarding school security when the legislature enacted revenue limits in order to control property taxes back in 1993. Yet today, we are investing significant dollars in school safety and security to minimize the potential threat all schools across the nation face every day. Each dollar we spend to strengthen or enhance the security of our schools comes at the expense of other areas within our budget. Times have changed and it is time the revenue controls reflect the challenges schools are presently facing.

COST SUMMARY

District security staff for door security at Secondary Schools	\$201,600
Elimination of existing secondary door monitor positions	(189,648)
District security staff for door security for Elementary Schools	112,500
Additional Door Security (Events and as Needed)	15,000
Remote access and communication devices at all schools	10,500
Add camera systems at eight elementary schools	22,600
Require students to wear Student IDs	3,640
Additional safety vests	250
Provide all schools with an AED and related training	42,000
Provide police/fire departments with 24/7 pass to buildings	413
Install an emergency phone in each high school	<u>160</u>
Total costs of all recommendations	\$219,015

Cost Impact for Security Recommendations

Door Security (Secondary Schools):

High Schools: East, Preble, Southwest and West

13 Hours per day (6:30 AM to 7:30 PM)
X 4 High Schools
= 52 Hours per day

180 School days per year
X 52 Hours per day
= 9360 Hours Per year

9360 Hours per Year
X 10.00 (Salary and Fringe Benefits)
= \$ 93,600

Middle Schools: Edison, Franklin, Lombardi, Washington, Red Smith, and Aldo Leopold

10 Hours per day (7:00 AM to 5:00 PM)
X 6 Middle and K-8 Schools
= 60 Hours per day

180 School days per year
X 60 Hours per day
= 10,800 Hours Per year

10,800 Hours per Year
X 10.00 (Salary and Fringe Benefits)
= \$ 108,000

Totals Cost for Secondary Schools: \$ 201,600

Door Security (Elementary Schools):

the
school
ends

2.5 Hours per day
X 25 Elementary Schools
= 62.5 Hours per day

(half hour before school starts in
morning to an hour into the
day and half hour before school
to half hour after dismissal.)

180 School Days per year
X 62.5 hours per day
= 11,250 Hours Per Year

11,250 Hours per Year
X 10.00 (Salary and Fringe Benefits)
= \$ 112,500

Totals Cost for Elementary Schools: \$ 112,500

Additional Door Security (Events and as Needed)

These dollars would be used for additional security coverage as necessary district wide. A few examples that are difficult to estimate would include school dances and athletic activities. In addition, larger elementary schools may need additional coverage dependent upon their individual circumstances.

1,500 Hours
X 10.00 per hour
= \$15,000

Additional Door Security: \$15,000

Total District Door Security Cost: \$ 329,100

Potential Cost Offset

Five schools currently have Monitors at their front door. Their primary role is to serve as greeters to visitors entering the building. They welcome visitors into the building and provide direction as necessary. Replacing Monitors with trained Security Staff should not be misconstrued to believe monitors have not been doing their job. On the contrary, the unfortunate reality is, the responsibilities and expectations of this position have changed dramatically since they were instituted a few years ago. The time has come for the district to maintain a greater level of security in order to help ensure the safety and security of all students and staff. Our school environment should not be compromised.

Existing Door Monitors (Greeters):

Existing Hours:

$$\begin{array}{r} 7.5 \text{ Hours per day} \\ \underline{\times 5 \text{ (4 High Schools and 1 Middle School)}} \\ = 37.5 \text{ Hours per day} \end{array}$$

$$\begin{array}{r} 180 \text{ School days per year} \\ \underline{\times 37.5 \text{ Hours per day}} \\ = 6750 \text{ Hours Per year} \end{array}$$

High Schools Cost (4 Positions):

$$\begin{array}{r} \$ 16,819 \text{ Salary} \\ \underline{\$ 20,743 \text{ Benefits}} \\ = \$ 37,562 \text{ Total Cost Per School} \end{array}$$

$$\begin{array}{r} \underline{\times 4 \text{ Positions}} \\ = \$ 150,248 \text{ Potential Reductions in Monitor Positions} \end{array}$$

Middle School Cost (1 Position at Washington – bilingual):

$$\$ 18,557 \text{ Salary}$$

\$ 21,059 Benefits
= \$ 39,616 Potential Reduction in Monitor Positions

Totals Cost for Potential Monitor Reduction: \$ 189,648

Total Potential Cost Offset: (\$ 189,648)

Other Security Recommendations Cost Impact

Implement Standardized Visitor Procedures:

All schools have reviewed and/or improved their visitor procedures in recent months. In order to be consistent throughout the district, we are recommending the district standardize visitor procedures district wide. Visitor badges that expire at the end of the day will be supplied to schools. The majority of this cost would be offset by not having to buy the standard Avery labels that are presently being used.

Install Remote Access and Communication Device:

<u>Door Remote</u>	<u>Phone</u>	<u>Door Phone</u>
\$40.00	\$60.00	\$200.00

For approximately \$300.00 in material per location the main entrance communication and access equipment can be installed.

35 locations X \$300 per location = \$10,500

Cameras:

Presently, eight elementary schools have no camera systems in their building that could be used to monitor the main entrance. Proposed for these locations is Internet Protocol (IP) based cameras that would be installed on the principals' computers. A flat panel monitor would also be installed on the clerical workstation.

<u>Camera</u>	<u>Software</u>	<u>Converter</u>	<u>Flat Panel Monitor</u>
(\$400)*	\$2000	\$550	\$275

8 Locations X \$2825 per location = \$ 22,600

The remaining schools have camera systems in place and cameras would be relocated. In some instances we may need to replace interior camera housings with exterior housings that contain a heater and fan.

*It should be noted that the fixed position cameras that would be used at the elementary schools would come from the high school systems. New cameras that are purchased for the high schools should be controllable (tilt/pan/zoom) and will replace fixed position cameras in strategic locations. This estimate assumes the software is installed on an existing computer and the computer has sufficient storage for video archiving.

Require Students to wear ID:

Presently all students are issued a picture ID through their high school. The only additional expense required to institute this recommendation would be for the district to provide breakaway lanyards or clips that students would use to clearly display their ID.

7000 lanyards (est.) X .52 each = \$ 3,640

Tip Line:

Our local Telecommunications provider (Nsight) has agreed to provide this line to our district at no cost. When a message is left on this line, an automatic response would be sent out to our answering service (the same company that processes our existing alarms). When the response center receives this message, they will immediately contact district staff.

The tip line message is as follows: *Hello, You have reached the Green Bay Area Public School District tip line. This line is monitored 24hours a day, 7 days a week. If this is an emergency please hang up and dial 911. For all other calls, please leave a detailed message regarding information you feel is important for us to know. You may remain anonymous, however, if the information provided leads to the prevention of an incident or apprehension of one involved, you are eligible for a cash reward in which case a name and phone number is necessary. Thank you in advance for your concern and your effort to make the Green Bay School District safe.*

Safety Vests:

Safety vests have been provided to all staff that have outside supervision or monitoring responsibilities. A few schools declined them when they were initially offered a couple of years ago but have since requested the safety vest for their outside staff. This estimate is for any staff that may have been missed or for replacement vests as necessary.

Visibility Vests @ 5.00 each X 50 = \$250

Provide Automated External Defibrillator (AED) Device and Training:

AED @ \$1400 each X 30 schools = \$42,000

A district policy needs to be developed and adopted that details the many requirements of having AED devices in our buildings. Such things as who on staff is required to have training, who maintains the units and who provides the training all need to be part of a comprehensive District AED program.

Provide Police/Fire with Access Card:

Access cards are being provided to all city police and fire vehicles. Emergency response vehicles will have access to our buildings 24/7.

Access Cards @ \$5.50 each X 75 = \$413

Install Emergency Phone in High School Office Area:

At certain times of the day our high school offices can get hectic. An emergency call from a classroom can go unanswered because staff are tied up on other calls or tending to other matters. In order to minimize the potential for an emergency call to go unanswered, we have added an internal phone with an "old fashioned" bell ringer in the office area. Staff are instructed to call that number in an emergency and office staff understand that when this phone rings, it takes priority over everything else.

Phones @ 40.00 each X 4 = \$160

Upgrade School Resource Officers Phones:

Certain cellular phones appear to work better than others within the schools. Consequently, the school district rather than the city will provide cell phones for the School Resource Officers. The city will reimburse the district \$25 per phone. With the School District providing the phones, they become eligible for e-rate so the district incurs no additional cost.

Four Additional School Resource Officers:

High Schools: East, Preble, Southwest and West

\$60,369 Salary
+ \$4,149 (average overtime)
= \$64,518 Total Salary

\$64,518
+ \$32,752 Fringe Benefits
= \$97,270 Total cost per SRO

\$97,270
X 4 (SRO assigned to each High School)
= \$389,080 Total

Training:

Many of the items listed throughout our recommendations will require training or staff development time. We have not allocated additional expenses because we feel the training or staff development that will be required would come from existing training and staff development funds. AED training for example, would be dependent upon the yet to be created District AED Policy.

AB/BD:ng

Selected Green Bay Area Public Schools Security Initiatives

The following are some examples of initiatives that detail our efforts to ensure our schools remain safe:

Our district's anti-bullying efforts at the elementary and middle school levels center on Tribes, Second Step and Steps to Respect. Every effort is being made to implement these programs as funding allows. Link Crew has been implemented at the high school level to smooth the transition of freshmen into high school. By building relationships with their Link Crew leaders and with others in their "crews" freshmen will not feel isolated and will have someone to go to if the need arises. The Economic Diversity (formerly known as Ruby Payne's "Understanding the Framework for Poverty") training emphasizes the importance of building relationships and making connections to our students.

Lockdown drills are held at least twice a year in every building.

The District School Security Committee meets at least three times a year and at other times as needed.

Surveillance cameras have been installed in most schools. Outside doors have been numbered to help police in an emergency situation. In all schools, all doors except the main entrance are locked when the student day begins. Visitors must sign in at the office, and wear visitor badges while in the building. Schools are made available for SWAT team practice sessions.

Last year, brightly colored vests were distributed to all staff to wear who are on duty before or after school and during recess so children can easily see where to go for help if it is needed.

The police department has master keys, aerial views and school layouts for all schools in the district and current yearbook pictures are also forwarded to the Police Department.

The Crisis Management Plan quick reference guide (attached) was distributed to all buildings and should be posted in every classroom in the district. This information needed to be readily available to assist substitute or itinerant teachers as well as being a quick guide for all teachers.

District Resources to Build Community and Foster Respect for Everyone in our Schools (attached) are distributed to all staff members in the district every year

Each school building has a building crisis team.

BD/ng 9/3/08