

School District of Manawa

Special Board of Education Meeting Agenda

October 10, 2022



1. Call to Order – President Reiersen – **7:00 p.m.**– MES Board Room, 800 Beech Street
Hybrid Meeting Format (In-person Meeting for Board of Education at MES
Board Room, 800 Beech Street & Virtual Components)
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. Public Comment (Register to Speak Prior to Start of Meeting / Guidelines Listed
Below Agenda)
6. Unfinished Business: None
7. New Business:
 - A. Secure entrances
 - a. Beginning of the school day current practice.
 - b. Removal of the exterior door stops. How do we know the doors are closed?
 - c. Are there entrance checks throughout the day? If so, are the results recorded and stored?
 - d. After school hours secure entrances; current practice.
 - e. School security protocols during community events, i.e.: sporting events, concerts, plays, parent/teacher conferences, etc.?
 - B. Window safety
 - a. Which windows have the anti-shatter film and which don't? Are there other anti-shatter/bullet proof applications? (Shatterproof window film is not bulletproof.)
 - b. Do classrooms have more than one egress in case of a fire or internal incident?
 - C. Security cameras and cybersecurity
 - a. Are there blind spots in our current set-up?
 - b. Do the current camera positions give a clear enough view and focus to identify individuals and vehicles?
 - c. How often do the local/county authorities access our feeds to ensure that the feed access is working?
 - d. What steps are in place or planned for implementation to ensure SDM's confidential information and funds are protected from cyber crime?
 - D. StopIt App - Tip line
 - a. Where is the number/ how to locate, and how are students/parents made aware of this tool?

- E. Walkie Talkie
 - a. How secure are the Walkie Talkie channels?
 - b. What are the daily verification checks?
 - c. What is the confidence level of the units being able to contact the other building(s) in case of an emergency?

- F. Staff training and incident tracking & evaluation
 - a. What procedures, policies, and administrative guidelines are all staff trained in and when?
 - b. How are incident commanders assigned and what is the timing for completion of the incident tracking and evaluation?

- G. Paving the Way facility
 - a. What are the features and protocols for this classroom setting? Alarms, window and door protection, emergency communication, etc.?

- H. School Security Person/School Resource Officer
 - a. What is the current local authority activity on/around school property?
 - b. How did the previous SRO programs work?
 - c. What are the local police expectations of an SRO? Duties, amount of time per day, per week, per year? Anticipated cost?
 - d. What are the expectations for a school security person from the District? Duties, amount of time per day, per week, per year? Budget constraints?

- I. Resources Regarding Overall District Safety
 - a. Safety Upgrades
 - b. Districtwide Safety Committee - Advisory (convenes every three years)
 - c. Inspections
 - 1. Lifts (annual)
 - 2. Elevator (annual)
 - 3. Fire Extinguishers (annual)
 - 4. Bleachers (annual)
 - 5. MES Playground (new)
 - 6. District-owned Vehicles (annual)
 - 7. Fire Department (annual)
 - 8. MacNeil Environmental (Multiple visits a year)

8. Next Meeting Dates:

9. Adjourn

PLEASE NOTE: Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible.

Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

0167.3 - **PUBLIC COMMENT AT BOARD MEETINGS**

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

Agenda Item

Any person or group who would like to have an item put on the agenda shall submit their request to the District Administrator no later than ten (10) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the recommendation of the District Administrator and the approval of Board President.

Public Comment Section of the Meeting

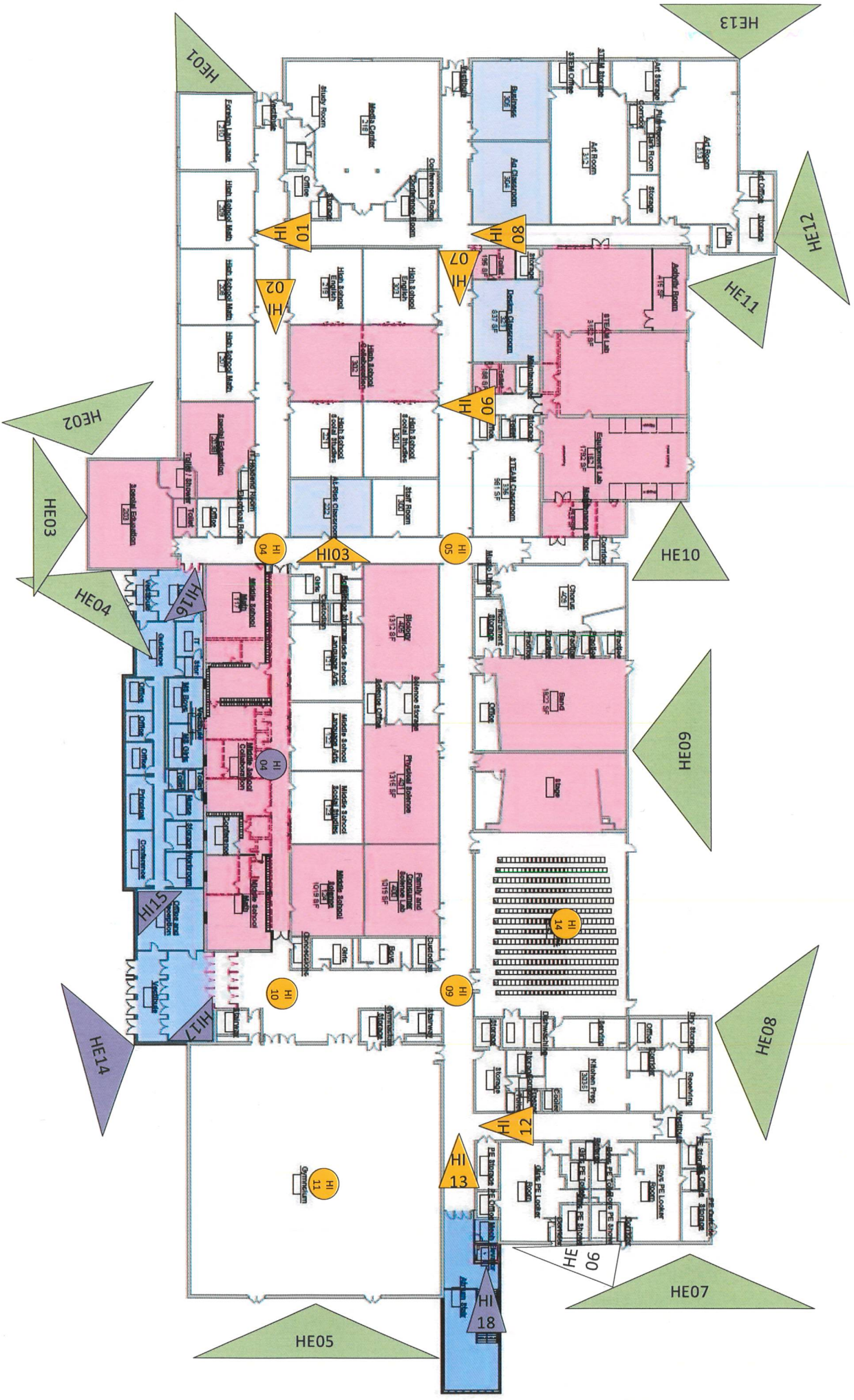
To permit fair and orderly public expression, the Board may provide a period for public comment at any regular or special meeting of the Board and publish rules to govern such comment in Board meetings.

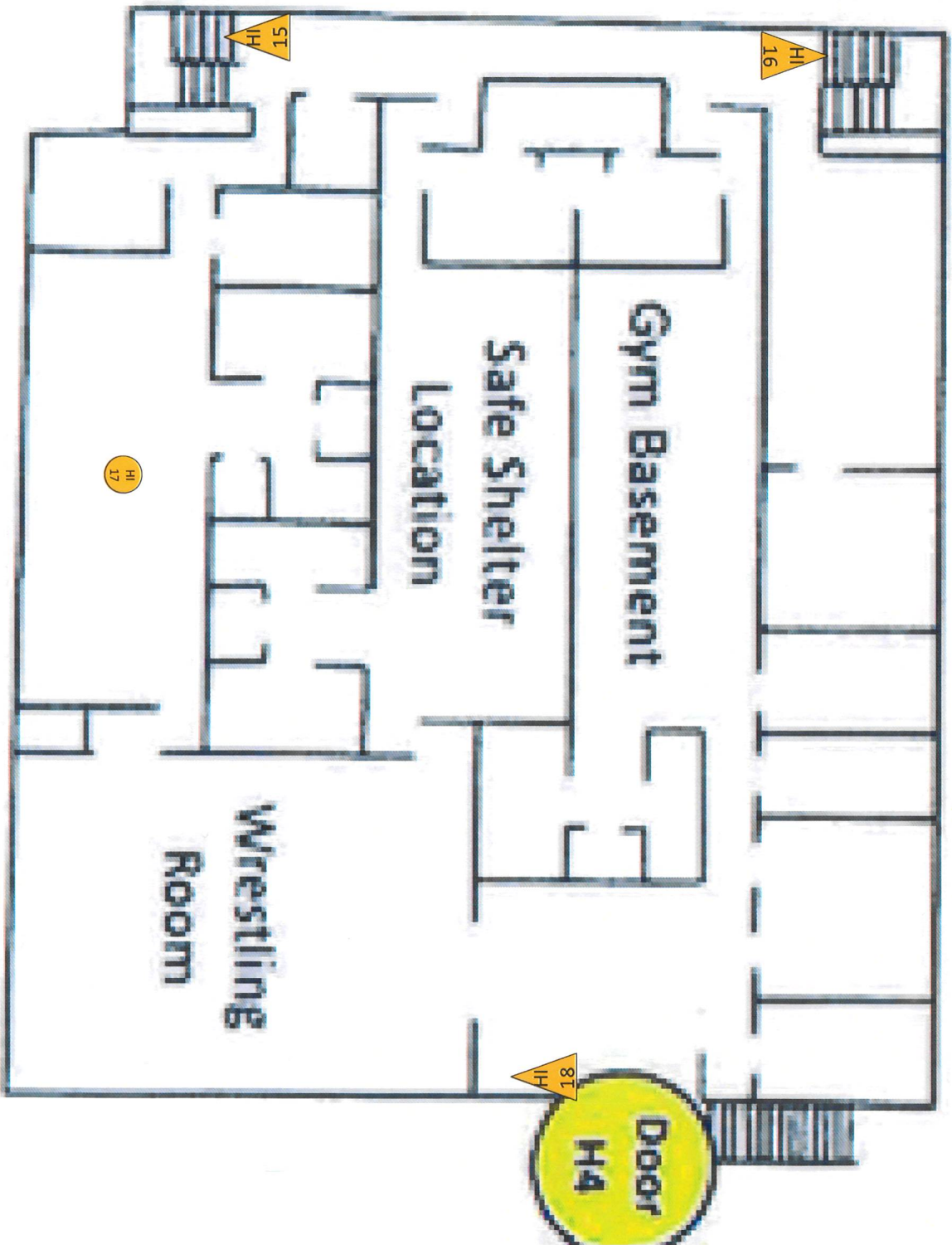
The presiding officer of each Board meeting at which public comment is permitted shall administer the rules of the Board for its conduct.

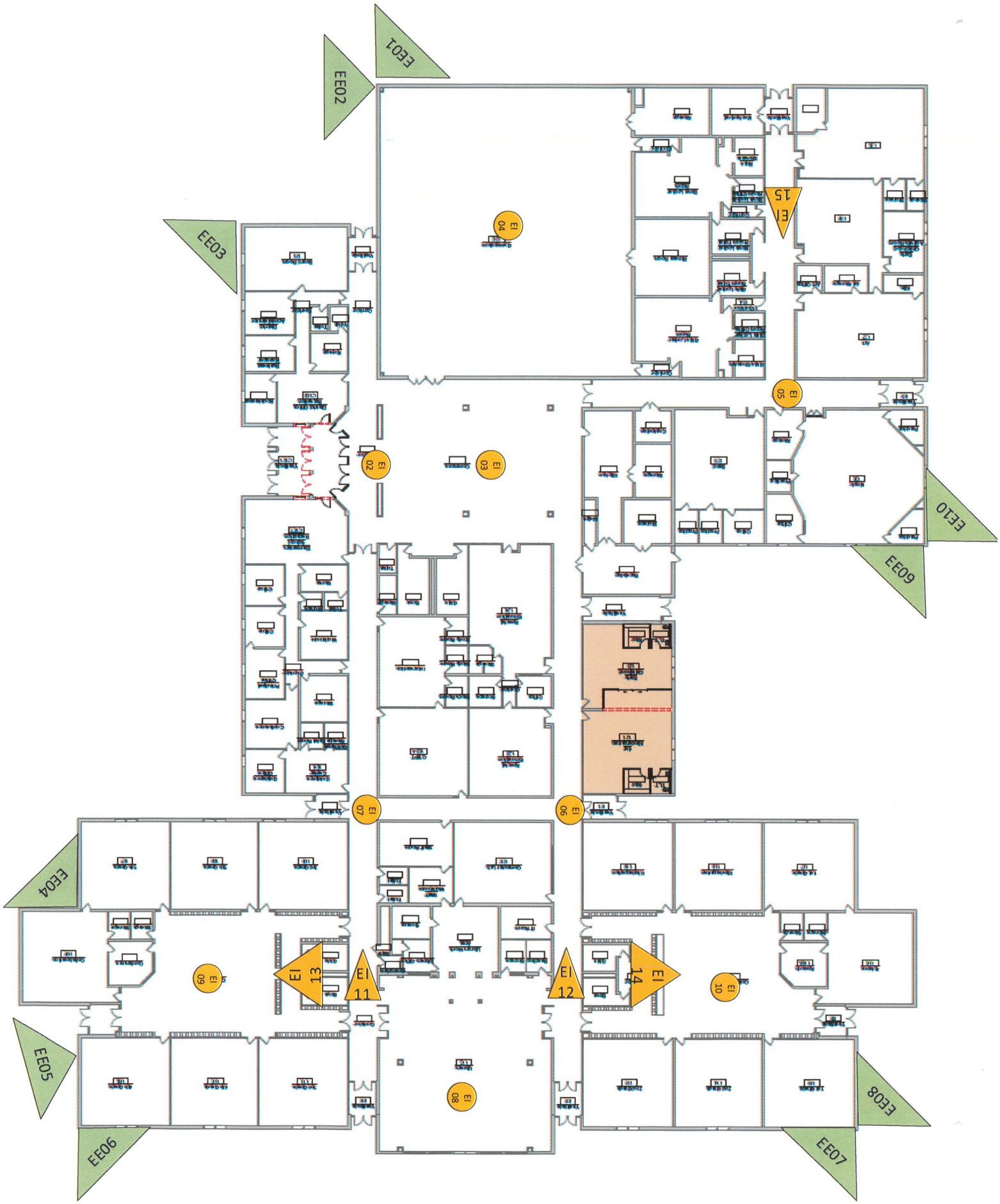
The presiding officer shall be guided by the following rules:

- A. Public comment shall be permitted as indicated on the order of business, at the discretion of the presiding officer, and for individuals who live or work within the District and parents/guardians of students enrolled in the District.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. Participants shall address only topics within the legitimate jurisdiction of the Board.
- H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- I. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;

3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- J. The portion of the meeting during which the comment of the public is invited shall be limited to fifteen (15) minutes unless extended by a vote of the Board.
- K. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
1. No obstructions are created between the Board and the audience.
 2. No interviews are conducted in the meeting room while the Board is in session.
 3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.









Students choosing to excel; realizing their strengths.

To: Board of Education
From: Dr. Melanie J. Oppor
Date: August 10, 2022
Re: School Resource Officer Historical Summary

The following represents recent District communications regarding a School Resource Officer program.

From the June 8, 2022 Weekly Update:

Police Liaison Officer/School Resource Officer – In the wake of the most recent school shooting in Uvalde, Mr. Joe Starr asked to have the topic of the City of Manawa and the SDM banding together to hire a shared law enforcement officer. I called Mayor Frazier and we had a nice talk on this collaboration. Mr. Starr had contacted the Mayor also. The City hopes to have a new police chief in place by August if all goes well. They are starting their interviews later this month. Mayor Frazier would like to discuss the concept of an SRO once the new police chief is in place. I am putting together some information for the P and HR Committee/Board to reflect on the District's history with SROs. If this topic is of interest to the community, it can again be a resolution for consider at the Annual Meeting in October. The Mayor and I agree that if we had a liaison officer, they would be put to good use and if the constituents do not wish to have one, the SDM and City will continue to be supported by the both City and Waupaca County law enforcement.

July 18, 2022

I telephoned Mayor Frazier last week and he confirmed Chief Severson will begin on August 1. The mayor has not yet discussed the SRO topic with the new Chief but will do so in the near future. Then, the three of us will meet to put together a preliminary proposal for both the City Council and the Manawa Board of Education to consider.

August 4, 2022 – Manawa Night Out

I had the opportunity to visit at length with Police Chief Severson. He is very interested in sitting down with District personnel to discuss possible options. Chief Severson noted that finding an officer that is a good fit to the position is critical. He learned that New London uses recently retired police officers. Chief Severson notes that their level of maturity, understanding of the law, and calm demeanor are assets to the SRO position.

August 9, 2022 – Quad County Insurance Consortium Meeting

Mrs. O'Brien and I attended the meeting that included a presentation by Ted Hayes, a school safety and security consultant for M3. Each of us received a copy of the book "*If It's Predictable, It's Preventable.*" We also received other supplemental resources. This links well

with the District Safety Committee's work that is ongoing and began in the spring semester of 2022.

At the October 25, 2021, Annual Meeting of the School District of Manawa, the public voted against hiring an SRO.

The following is an excerpt from the minutes of the October 25, 2021 meeting:

"Hearing on the Budget:

The recommended tax levy is \$9.44/per \$1,000 home value. The 2020-21 proposed budget tax levy is the maximum allowable amount of \$2,660,335 and the entire referendum debt payment of \$981,462 and \$25,000 for the Community Service Fund (Fund 80). The total tax levy is \$3,666,797 with the mill rate at \$9.44.

Consideration/Discussion of the District engaging a School Resource Officer for the 2021-2022 school year, as follows:

- Full-Time (1.0 FTE)*
- Part-Time (.6 FTE – 3 days/week / 24 hours/week)*

Resolutions: Motion by Sondra Reiersen/ Nicole Rineck SY20/21#03 Resolution - Not to Proceed into an Intergovernmental Agreement with the City of Manawa for a School Resource Officer (SRO).

Discussion: Sondra Reiersen, N6234 Cty Rd K, Ogdensburg, mentioned over the years there had been an SRO in the district. If it was a good program, why didn't they keep it? There was a survey sent out. She has never seen any kind of information as to what the constituents want? What is going to be different now?

Chairman J. Johnson noted the survey results: In favor of an SRO - 43% all residents, 29% staff, 56% parents and 38% non-parents. Not in favor of an SRO - 32% all residents, 45% staff, 22% parents, 35% non-parents. pg. 10 Not sure/need more information - 25% all residents, 26% staff, 22% parents and 27% non-parents. When asked if they would support paying for an SRO through Fund 80, the survey results were: In favor of an SRO - 39% all residents, 35% staff, 51% parents and 33% non-parents. Not in favor of an SRO - 33% all residents, 38% staff, 25% parents, 37% non-parents. Not sure/need more information - 28% all residents, 27% staff, 24% parents and 30% non-parents. When asked if they were to add an SRO, what would the staffing level be, the survey results were: Employ an SRO PT- 31% all residents, 43% staff, 35% parents and 29% non-parents. Employ an SRO FT - 28% all residents, 29% staff, 39% parents, 23% non-parents. Not sure/need more information - 41% all residents, 28% staff, 26% parents and 48% non-parents.

Nicole Rineck, 808 Water Street, Ogdensburg stated there is a police department down the road. We are not in a big city. What is happening in the school now that warrants an SRO? Why are taxes going up for this? Mike Frazier, 405 E. Fourth St., Manawa, typed in the chat box saying the city would work with the School District on this issue.

John Smith, 960 Depot Street, Manawa, speaking on behalf of the city, said an SRO is not just to enforce rules as to what is happening in school but to help with other things that happen at home as well. Today's youth deal with drugs, suicides, and an SRO gives opportunity to build relationships. He said he realizes they may not have had the best SRO's in the past and that is why the position went away years ago. It should be full time. School staff is not trained in investigations.

Anglea Emmert, N8115 Ferg Road, Manawa wrote in the chat box with all due respect, Mr. Smith, you are contradicting what we heard from the principal who seemed to indicate there were few issues. Can Mr. Wolfram please clarify? Mr. Wolfgram said he is not going to say schools are a perfect situation where they don't rely on the police when called upon. They do have experience dealing with some things within the district as staff. Drugs in school rely on police to help in investigations. The majority of instances within the last year are related to vaping incidents. (Audio quality was an issue.)

Jenny Bessette, E5702 N. Water Dr., Manawa, thinks the SRO is a great concept. However, last year the staff was polled and she feels safe at school. Taxes are going up already and doesn't want more increases. There were many programs that the district does not have any longer due to cuts. The schools have two amazing school counselors.

Sondra Reiersen noted Manawa student's state testing numbers are going down. She would rather have money go to instruction than a SRO.

John Smith is glad staff feels safe here. Things have changed since he went to school here. Right now everyone wants to call the police for everything. The townships do not pay for the city police - only the city taxpayers pay for them. A Sheriff can take up to 40 minutes to respond if the city police are dealing with another issue. That should be another factor in considering an SRO.

Stephanie Riske, E6464 State Rd 22, Bear Creek, wanted to confirm that having an SRO would not affect staffing.

Chairman Johnson confirmed that is true because the SRO would be funded out of Fund 80.

The motion on the floor is: Motion by Sondra Reiersen/ Nicole Rineck - Not to Proceed into an Intergovernmental Agreement with the City of Manawa for a School Resource Officer (SRO). Angela Emmert yes, Jeanne Frazier no, Mike Frazier no, Jill Schuelke abstain, Mataya Pethke abstain, Tammy Buschke yes, Scott Emmert yes, Jenny Bessette yes, Bill Dallman yes, Bev Dallman yes, Nicole Rineck yes, Sondra Reiersen yes, John Smith no, Seeger no, Hollman yes, Forbes no, Scheller yes, Pethke yes, R. Johnson yes, J. Johnson yes. Motion carried on a roll call vote."

Historical Information:

The following officers served in the role of School Resource Officer in the order shown. Where hire dates were available in Skyward, they are noted.

- Ben Barrington
- Brady Peterson (January 2000)

- Heidi Cartwright (November 2001)
- Michelle Kamba

The School District of Manawa had received a COPS grant in the past to fund the start-up costs of having a School Resource Officer. When the grant funding ran out, the funds to continue the program at that time were not part of the budget. A sustainability plan for the COPS grant had not been created.

At about the same time as I became the new District Administrator (2014), I received feedback from a variety of sources indicating concerns about the School Resource Officer. There was the perception that the officer was allowing their personal moral biases to override the letter of law. There were also unsubstantiated claims of overreach by the officer into matters that should more appropriately be handled by the secondary principal or dean of students. This left a sour taste in the mouths of some citizens and parents regarding an SRO. The topic of hiring an SRO came up recently via a citizen concern but had not been discussed formally since October 25, 2021.

Next steps:

- Collaborate with Mayor Frazier and Chief Severson on establishing an SRO program to layout program expectations, create a job description, establish related costs, and so on.
- Consider a survey of SDM residents to gauge community support and to provide information to the public.
- Consider a resolution for the next Annual Meeting of the SDM citizenry in October.
- Other

Manawa Police Department

Jerold K. Schuetz
Chief of Police

To: Mrs. Deborah Watry
District Administrator
School District of Manawa

From: Chief Jerold K. Schuetz, City of Manawa Police Department

Re: Police School Liaison Officer Agreement

Cc: City Clerk Cheryl Hass

Date: 05/22/2008

Deb,

Per the request of Jean Frazier and to assist you with budgeting for the upcoming 2008-2009 school year I have asked City Clerk Cheryl Hass to put together dollar figures for costs associated with the Police School Liaison Officer Program.

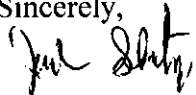
The City's budget calendar operates from January 1-December 31st, while it is my understanding that the school district operates on a July 1st-June 30th calendar.

Recognizing this dynamic, we have cost out the remaining balance for 2008 (which remains unchanged) and an approximate 4% total compensation package adjustment for the position (2-3% for salary, 1% for benefits). This is now a salaried position so no overtime concerns exist.

Presuming your contribution rate for the program remains at the previously agreed upon level of 60% of program costs, your 2008-09 school year contribution Police School Liaison program costs are estimated to be \$38,052.

I have included for your review the agreement and program overview regarding our cost sharing of this program. Please feel free to contact me if you have any concerns about these documents and enjoy the remainder of the school year.

Sincerely,



-Jerold K. Schuetz
Chief of Police

500 S. Bridge St. Manawa WI, 54949

Phone (920) 596-3390 • Fax (920) 596-3081 • E-Mail:manawapd@wolfnet.net

Pride in Service, Committed to Excellence

Manawa Police Department

With The School District of Manawa

Police School Liaison Officer Agreement

It is the intention of the City of Manawa Police Department and the School District of Manawa to continue our collaborative efforts and provide a safe and healthy school environment for students, staff, and visitors. The Police School Liaison (PSL) Program is an inherent part of that collaborative commitment to ensuring the safety of all who work, visit, and are educated in schools within the School District of Manawa.

This agreement is made, this 24th day of June 2008, by and between the SCHOOL DISTRICT OF MANAWA (herein after "School District") and the CITY OF MANAWA POLICE DEPARTMENT (herein after police department) as follows:

WITNESSETH:

WHEREAS, the Police Department agrees to provide the School District a Police School Liaison (herein after PSL) Officer in the School District: and

WHEREAS, The School District and the Police Department desire to set forth in this PSL agreement the specific terms and conditions of the services to be performed and provided by the PSL in the School District.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Cost of the PSL Program:**

- A. The cost of the PSL Program shall be paid by the parties as set forth with a cost sharing of 60% of program costs covered by the School District of Manawa and 40% of said costs paid by the City of Manawa.

2. **Employment of the PSL Officer:**

- A. The PSL shall be an employee of the Police Department, and shall be subject to the administration, supervision, and control of the police department.
- B. The PSL shall be subject to all personnel policies and practices of the Police Department, except as such policies or practices that may be modified by the terms of this agreement and/or recommendations from the School Board of the School District.
- C. The Police Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline the PSL Officer.
- D. A joint committee of School District Administrators shall make a recommendation(s) to the Chief of Police regarding the selection and continued assignment of the PSL Officer position. If said administrator(s) are dissatisfied with the performance of the PSL assigned to the School District, the committee may request that the Chief of Police assign a different officer to the PSL officer position.
- E. The PSL Officer shall be assigned duty hours consistent with that of the regular school day throughout the school year, unless emergency deployment requires otherwise.

PSL Officer Agreement –PG-2-

3. Duty Hours

- A. The Chief of Police shall assign the hours of the PSL. Whenever possible, it is the intent of the Chief to assign the PSL Officer to hours consistent with that of the regular school day, AND special events at the request of school district administrator(s). Examples include, but are not limited to:
 - 1) Home Athletic Events
 - 2) Homecoming Activities
 - 3) Graduation
 - 4) Dances (Prom, etc)
 - 5) Other Special Events as requested by the Building Principal and/or District Administrator
- B. It is understood and agreed that time spent by the PSL attending court, and/or investigating criminal cases involving juveniles away from the school is considered hours worked under this agreement. It is the responsibility of the PSL to communicate with building administrators any extended absence due to an investigation that will keep him/her away from the campus.
- C. In the event the PSL is to be absent from work, the PSL shall notify the Chief of Police in accordance with Department Rules and Regulations, AND shall notify each building attendance secretary/or administrator of their absence as soon as practical.
- D. In the event that the PSL is to be absent for training, the PSL and/or the Chief of Police shall notify building administrators of said absence, and who may be contacted at the Police Department should the School District need an officer during said absence.

4. Duties of PSL Officers:

PSL Officer's Duties will include, but not be limited to, the following:

- A. To be an extension of the principal's office for assignments consistent with this agreement.
- B. To be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on the assigned campus.
- C. To act as the designee of the building administrator (if requested by the administrator to do so) in maintaining the physical plant of the assigned campus to provide a safe environment as to law enforcement matters and school code violations. This includes building(s), grounds, parking lots, lockers and other school property.
- D. To provide a classroom resource for law education and proactive education using approved materials that includes, but is not limited to: AODA prevention, sexual assault and child abuse prevention, gun safety, bullying prevention, and other topics.

PSL Officer Agreement PG-3-

- E. To be a resource for students which will enable them to be associated with a law figure in the student's environment.
- F. To be a resource for teachers, parents and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance abuse control, and or other family issues that may be presented.
- G. To make appearances before parent groups or other groups associated with the campus on a variety of topics, and as a speaker on a variety of requested topics by school staff, as time in the school calendar permits and is approved.
- H. Generally speaking, the PSL will not be involved in school discipline, UNLESS it pertains to preventing a potentially problematic situation to school environment as it pertains to the safety and welfare of students and staff. Disciplining students for minor school code infractions remains the sole responsibility of school administrators, unless designated to the PSL who may act as a building designee due to an administrative absence. Generally speaking, the PSL shall be utilized as both a preventative resource, and an enforcement resource to building administrators in a variety of areas, including truancy prevention and intervention.
- I. If the principal believes that during a given situation a violation of law has occurred, the principal may request the involvement of the PSL (or other Officer if the PSL is unavailable) to jointly investigate that incident.
- J. It will be the responsibility of the PSL (or other assigned Officer) to report crimes that occur in the school campus setting to the building administrator as soon as practical. In conjunction with our MOU on information sharing (attached) the PSL shall ensure that building administrators are notified by orally and in writing of specified law violations involving their students and/or investigations that may impact the educational environment.
- K. The PSL shall work with the building administrator(s) to coordinate the most appropriate times and locations to interview students so as not to disrupt the educational environment of the building.
- L. The PSL will be familiar with the guidance staff of all buildings, and work with them and other community agencies in dealing with mental health issues and delinquency issues in an effort to maintain a safe school environment.
- M. The PSL Officer is will wear approved department uniform, formal business attire or business casual with appropriate logos and name badges depending upon the time of school year, the type of school activity or program, and the requests of the school and the police department. The Chief of Police and School District Administrator shall jointly set expectations and resolve any disputes in this area.
- N. The PSL shall wear their department authorized duty weapons in accordance with Department policy.

PSL Agreement PG-4-

5. **Chain of Command:**
 - A. As an employee of the Police Department, the PSL will be subject to the chain of command of the Police Department.
 - B. In the performance of his/her duties, the PSL shall coordinate and communicate their duties and assignments with the principal(s) and District Administrator as deemed appropriate.

6. **Transporting/ Off-Duty Relationships With Students**
 - A. PSL Officers may transport students in the police department vehicles when the students are the victim of a crime, are in custody, are being transported from home to school in truancy situations, or some other emergency circumstances exist.
 - B. At the request of the building principal, the PSL may transport a student to his/her residence upon suspension from school, if the student's parent or guardian has consented to such arrangement prior to the transport.
 - C. The PSL Officer shall not engage in any relationship with a student that would bring either the School District or the Police Department into ill repute. The PSL Officer is prohibited from having students at his/her home unless familial situations and familial relationships dictate such an incident.
 - D. The PSL shall notify a building administrator and/or an attendance secretary when a student is removed from any school building.

7. **Access to Educational Records:**
 - A. School District officials shall allow the PSL or his/her designee to copy any public records maintained by the school to the extent allowed by law. Law Enforcement officials may inspect or copy confidential student records in emergency situations. The law enforcement officer shall communicate with the building principal and/or the district administrator the need for such record and its intended use.
 - B. If some information in a student's record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the PSL that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.
 - C. If confidential student records information is needed by a PSL, but no emergency situation exist, in accordance with Manawa Police Department rules and regulations, said provided information shall be maintained as confidential and only released as required by law.

PSL Officer Agreement PG-5-

8. Term of Agreement:

The initial term of this agreement is one year, commencing on the _____ day of 2008, and ending on the _____ day of 2010. However, should either party encounter budgetary constraints that make the continuation of this agreement impractical, then either party may cancel this agreement upon sixty days notice to the other below signed agency. Following the initial term, this agreement shall automatically be renewed for successive one-year periods unless either party requests termination or modification of this agreement. The request shall be made in writing.

Signed Deborah N. Watry
Deborah Watry
District Administrator
School District of Manawa

Signed _____
Jerry Schuetz
Chief of Police
Manawa Police Department

Date June 24, 2008

Date _____, 2008

Manawa Police Department

With The School District of Manawa

Police School Liaison Officer Agreement

It is the intention of the City of Manawa Police Department and the School District of Manawa to continue our collaborative efforts and provide a safe and healthy school environment for students, staff, and visitors. The Police School Liaison (PSL) Program is an inherent part of that collaborative commitment to ensuring the safety of all who work, visit, and are educated in schools within the School District of Manawa.

This agreement is made, this 24th day of June 2008, by and between the SCHOOL DISTRICT OF MANAWA (herein after "School District") and the CITY OF MANAWA POLICE DEPARTMENT (herein after police department) as follows:

WITNESSETH:

WHEREAS, the Police Department agrees to provide the School District a Police School Liaison (herein after PSL) Officer in the School District: and

WHEREAS, The School District and the Police Department desire to set forth in this PSL agreement the specific terms and conditions of the services to be performed and provided by the PSL in the School District.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Cost of the PSL Program:**
 - A. The cost of the PSL Program shall be paid by the parties as set forth with a cost sharing of 60% of program costs covered by the School District of Manawa and 40% of said costs paid by the City of Manawa.
2. **Employment of the PSL Officer:**
 - A. The PSL shall be an employee of the Police Department, and shall be subject to the administration, supervision, and control of the police department.
 - B. The PSL shall be subject to all personnel policies and practices of the Police Department, except as such policies or practices that may be modified by the terms of this agreement and/or recommendations from the School Board of the School District.
 - C. The Police Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline the PSL Officer.
 - D. A joint committee of School District Administrators shall make a recommendation(s) to the Chief of Police regarding the selection and continued assignment of the PSL Officer position. If said administrator(s) are dissatisfied with the performance of the PSL assigned to the School District, the committee may request that the Chief of Police assign a different officer to the PSL officer position.
 - E. The PSL Officer shall be assigned duty hours consistent with that of the regular school day throughout the school year, unless emergency deployment requires otherwise.

PSL Officer Agreement PG-5-

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The initial term of this agreement is one year, commencing on the 24th day of 2008, and ending on the 30th day of 2010. However, should either party encounter budgetary constraints that make the continuation of this agreement impractical, then either party may cancel this agreement upon sixty days notice to the other below signed agency. Following the initial term, this agreement shall automatically be renewed for successive one-year periods unless either party requests termination or modification of this agreement. The request shall be made in writing.

Signed Deborah N. Watry
Deborah Watry
District Administrator
School District of Manawa

Date June 24,, 2008

Signed Jerry X. Schuetz
Jerry Schuetz
Chief of Police
Manawa Police Department

Date JUNE 27th, 2008



Students choosing to excel; realizing their strengths.

Frequently Asked Questions

The citizenry of the School District of Manawa will be discussing and deciding how the SDM should proceed with regard to beginning a School Resource Officer program. This FAQ is intended to address questions that have been raised regarding a potential School Resource Officer program for the SDM.

1. Is a School Resource Officer (SRO) the same as a Police Liaison Officer?
Yes, different districts and states use a wide array of terms to describe law enforcement officers who are assigned to work in schools. You may hear School Liaison Officer, School Resource Officer, Police Liaison Officer, etc.
2. What does a School Resource Officer do?
The Intergovernmental Agreement between a district and a police department defines the roles and responsibilities of the officer while on the school site. These responsibilities include upholding the law on the school site along with other services like educating youth about safety topics (i.e. protective behaviors, dangers of vaping, careers in law enforcement, etc.) and building positive relationships with students and staff. When an officer is a guest presenter in the classroom, a fully DPI licensed teacher must be present in the classroom. (Please also see the attached draft of an SRO job description.)
3. Who decides if the School District of Manawa will have an SRO?
The citizenry of the School District of Manawa will decide if they wish to have an SRO position paid for using Fund 80- Community Fund at the Annual Meeting set for Monday, October 26, 2020 at 7:00 p.m.

The questions that will appear on the Annual Meeting Agenda are as follows: (Note- The Question B. in blue below is only relevant if the citizenry decides to authorize either a full-time or part-time SRO.)

A. Consideration/Discussion of the District engaging a School Resource Officer for the 2021-2022 school year, as follows:

Full-Time (1.0 FTE)

Part-Time (.6 FTE – 3 days/week / 24 hours/week)

Do not employ an SRO

B. Resolution Authorizing the School District of Manawa to Enter into an Intergovernmental Agreement with the City of Manawa for a School Resource Officer (SRO).

4. When would the SRO be hired and begin work?
The process of hiring an SRO would begin after the Annual Meeting once an Intergovernmental Agreement is reached. The position would be posted, joint interviews would be held, and an officer would be offered a position. The tentative plan would be to have the SRO begin school duties on September 1, 2021.
5. What is an Intergovernmental Agreement?
An Intergovernmental Agreement is the formal agreement that a district and police department make that outlines the expectations of the officer and the financial, training, and other responsibilities of the district and police department.
6. When would the SRO be working in the schools or on the school sites?
The position would likely be staffed from September 1- June 30 (10-month schedule that would include summer school). The hours each week would be flexibly scheduled to enable the SRO to do classroom presentations and build relationships with students and staff during the school day as well as the opportunity to attend school activities and events in the evenings or on weekends.
7. How will an SRO position be paid for?
The School District of Manawa’s portion of the salary, benefits, and fees related to having an SRO would be levied to SDM taxpayers as a portion of the Fund 80 – Community Services Fund beginning in the 2021-22 school year.
8. What are the cost estimates and property tax impacts of adding an SRO? (This estimate is related to salary and benefits based on 2020 figures provided by the City of Manawa. It does not include other expenses like office supplies, a squad car, etc.)

Salary Cost Estimate	Full Time Equivalency (FTE)	Increase to Mill Rate
\$67,375	1.0 FTE	\$0.1734
\$67,375	.6 FTE	\$0.1040
\$53,673	1.0 FTE	\$0.1381
\$53,673	.6 FTE	\$0.0829

9. What other preparations would the SDM make to begin an SRO program?
The District, Police Department, and City of Manawa would likely hold a series of joint meetings to work on the Intergovernmental Agreement, review district policies (See attached Policy 8407- School Resource Officer Program approved on July 27, 2020.) and guidelines of an SRO program, endorse a job description, and establish/conduct the hiring process.

10. What other opportunities would the SDM provide to a School Resource Officer?

The SDM would provide the SRO with a furnished office at the MS/HS in the newly constructed office suite just down the hall from the principal. Members of the Manawa Police Department had a chance to see the office during a fall tour of Manawa Middle School/Little Wolf High School to prepare for the school building reopening.

The SDM would also pay for the SRO to become ALICE certified and to take the basic SRO course from the National Association of School Resource Officers that includes a one-year membership in the NASRO.

11. Does an SRO carry a gun?

Yes, the officer wears some type of uniform (may be more casual than a regular on-duty officer) that identifies the person as a law enforcement officer along with a badge and the typical tools used by law enforcement to include a gun.

12. Is there currently a “per use charge” for a police call to the schools?

No.

13. Are there grant dollars to help support paying for an SRO?

There are some grants available that help pay for SRO programs such as the COPS grant but Manawa has received that grant in the past. It is a competitive grant process wherein communities that have not previously received the grant are given precedence.



Students choosing to excel; realizing their strengths.

To: Board of Education
 From: Dr. Melanie J. Oppor
 Date: September 14, 2022
 Re: SDM Safety Overview

Over the past several years a number of projects have been undertaken to increase safety and security across the School District of Manawa.

Project	Purpose
Secure entrances constructed at both buildings	Through the Energy Efficiency and Referendum processes, both buildings have secure main entrances.
DOJ approved safety film on main vestibule windows	The 3M film was installed to prevent glass in doors or windows from shattering.
ALICE Training	All personnel participate in annual e-learning. All personnel take an initial in-person active intruder training. Drills are conducted at least twice a year with all students and staff.
Wooden plenum removed throughout the MS/HS structure	All wood used in the original HS construction above the suspended ceilings in corridors was removed to prevent fire from spreading rapidly along the roof line.
Won door installed	The new accordion style fire door was installed during the referendum as a fire stop for the new front office addition at the MS/HS.
Martin System fire alarm system	Installed new fire horns in the MS/HS and installed new fire alarm monitoring systems in both buildings to enhance emergency response time and ensure students/staff can hear the horns in noisier locations like the gym and technology education labs.
Monthly fire drills	Monthly fire drills are required by state statute.
2-3 tornado/shelter in place drills	These drills are strategically done in preparation for the peak storm seasons.
Added surveillance cameras installed for better coverage of buildings and sites along	It is easier to identify people or details and to observe potential safety issues at a glance.

with large multi-view screens in both school offices	
Surveillance camera access by Waupaca County Sheriff Department Call Center	Waupaca County’s enhanced call center allows the dispatcher and the responding officers to size up a situation in order to provide the most advantageous response.
Surveillance camera access by Manawa Police Department	Allows the Chief of Police and/or responding officers to size up a situation in order to provide the most advantageous response.
Constructed new parking and bus areas at MES; updated parent/guest and staff parking	The new design separates bus and car traffic as well as minimizing the risk of students or guest crossing the parking lot in high traffic areas.
Convened District-wide Safety Committee	The Board of Education appointed a diverse committee of stakeholders to assist the SDM in updating emergency response protocols. The committee’s part of this process is anticipated be completed by the end of November and shared with the Board of Education.
Conducted an MES playground safety inspection (September 2022)	Jodi Traas, Aegis Corporation – Senior Risk Management Consultant completed this inspection to guide priorities and decisions regarding MES playground enhancements.
StopIt app real time reporting system	Purchased at a reduced rate through the District’s liability insurance carrier to provide an anonymous “tip” line directly to administrators, Dean of Students, and counselors regarding situations that require immediate attention from students, parents, and staff. It is also intended to address bullying concerns.
Student conduct programs at both schools	Appropriate behavior is recognized through the Honor Pass program at the HS. MES incentives positive behavior. Restorative justice practices are often used so the student is expected to correct the situation where a mistake was made so that students learn the appropriate behavior expectations.
Walkie-talkie systems in both buildings	Each staff member has a walkie-talkie. Each building has its own channel. This is an effective way of communicating information quickly to colleagues.
Keys and fobs with Manawa Police Department, Waupaca County Sheriff’s Department, and Manawa Rural Fire Department	First responders and law enforcement have access to both buildings 24/7 in order to provide a quick and efficient response.

Fob installed on MES playground door	The playground door can remain locked but staff have easy fob access to assist students re-entering the building.
Windows and doors are lettered/numbered	This identification system helps first responders locate the “trouble” area as they plan entry to the building.
Family Engagement Specialist	The SDM partners with 3 area districts and the Waupaca County Department of Health and Human Services to have a Family Engagement Specialist. This person assists students and families in accessing resources in the community to support their needs.
GoGuardian	Staff can monitor students’ use of their Chromebooks in real time and can take control of the students’ Chromebooks if they get off task. Filters also limit students’ access to internet sites that are not developmentally appropriate.
Know Be For	Ransomware
Google Classroom	Google Classroom provides filter protections for student users of all ages.
iBoss	Email and content filter
Furinet Firewall	A firewall is a network security device that monitors and filters incoming and outgoing network traffic based on an organization's previously established security policies. At its most basic, a firewall is essentially the barrier that sits between a private internal network and the public Internet.
Collaborating with the state of Wisconsin Cybersecurity Team	The IT Director gleans information to stay ahead of developing issues and trends in cybersecurity.
Virtual machineware	This provides data backups to the cloud.
Skyward	The student information system, Skyward, is cloud-based.
Network security includes VLANs, redundancy, and backups	All of these measures are in place to ensure that essential data remains confidential and secure even in the event of a catastrophic loss.
Uninterrupted power supplies	This power supply bridges the gap between a power outage the startup of the generator.

Manawa School District Site survey 12-2-2021

Elementary School and District Office

- Provide fire extinguisher training to staff.
- Locate fire extinguisher signs higher and/or perpendicular to the wall
- Provide red reflective squares on lower portion of mechanical room doors.
- Remove door stops from exterior doors.
- Name main hallways (include on floor plans)
- Several store rooms had missing ceiling tiles.
- All staff should have fob access to both buildings.
- Provide safety vests for staff
- Number gym doors on the inside.
- There are no cameras inside the gym.
- Fence on north side electrical/generator needs to be locked.
- Consider radio battery replacement program
- Fire alarm pull station in gym is not protected.
- Install fence between parking lot and playground area.
- Identify storm shelter locations closer to classroom areas.
- Take "GO KITS" to shelter locations.

Middle School/High School

- Verify room numbers are clearly visible from hallway.
- Teachers names should not be posted on classrooms.
- All staff should have fob access to both buildings.
- Provide safety vests for staff
- Items should not be stored in vestibules.
- Hall at west end of gym should not be used as a store room.
- Art room store room has heavy boxes stacked too high.
- Art room store room has a wooden ladder.
- Darkroom is not secured.
- Missing door on server room by library.
- Mouse trap exposed in server room by library.
- Unprotected light switches in the gym.
- Custodial room double doors were open and not occupied.
- Curtains on stage should be open.
- Switchable motion sensor lights could be installed in hall by stage.
- Provide fire extinguisher training to staff.
- Locate fire extinguisher signs higher and/or perpendicular to the wall
- Provide red reflective squares on lower portion of mechanical room doors.
- Remove door stops from exterior doors.
- Name main hallways (include on floor plans)
- Fire door by main entrance does not seem to function properly.
- Take "GO KITS" to shelter locations.

Paving the Way

- Place address sign on rear of building.
- Install security camera(s).

Focus on Go-Kits

This document is intended to assist school personnel in selecting the appropriate materials for use in personal and school go-kits.

Quick links within this document:

- [Best Type of Container](#)
- [Commercial and Homemade Kits](#)
- [Recommended Contents for School Kits](#)
- [Recommended Contents for a Building or District Kit](#)

Background

In the summer of 2006, the U.S. Department of Education's Emergency Response and Crisis Management Technical Assistance Group released Volume 1, Issue 2 of their *Helpful Hints* series¹. That document, along with many others, reviewed the value of administrators, nurses and other school staff in preparing emergency bags or crisis kits. Often called go-buckets or go-bags, these kits are often very unique and vary greatly from school to school in size, shape and contents.

Choice of Kits

The Center for Safe Schools frequently receives requests from schools for technical assistance in choosing the correct go-kit. The response to those requests varies depending on the intended purpose of the go-kit. For example, who will use the kit and how will it be used? Understanding the duties and functions an individual holds in an emergency situation will guide the selection process.

Before purchasing a commercially prepared kit or compiling components for a homemade kit, it is important to determine the answers to the following questions:

- *What are the emergency duties and functions of the person using the kit?*
 - Is the primary emergency duty the care of students?
 - Is the primary emergency duty the provision of medical treatment?
 - Is the primary emergency duty the performance of crisis team duties?
- *What is the capability of local responders?*
 - How long will it take local responders to arrive on-scene?
 - Will local responders be able to bring adequate supplies for your population?
 - Is the district, building or classroom able to stockpile the amount of supplies needed until help arrives?

Best Type of Container

- For classroom use, a large bucket with a lid is frequently used for the go-kit. The bucket serves multiple purposes. While it will be used primarily as a container for supplies, it can also serve as a temporary stool for the teacher when outside the school building. Additionally and as a last resort, when fitted with a plastic trash can liner, toilet paper and plastic tarp or shower curtain (as a privacy barrier), the bucket can also be used as a temporary lavatory.
- For front office use, backpacks or small soft-sided cases are often the container of choice for their durability and functionality. Since these bags come in a variety of sizes and often contain exterior pockets easy access to needed items, office staff usually prefers these to hard-sided containers.

¹ http://rems.ed.gov/views/documents/HH_GoKits.pdf

- School nurses and medical team members tend to prefer tool boxes, those with multiple drawers and compartments. These tool boxes provide quick access to organized medical supplies, which will result in the ability to quickly provide medical treatment to those in need.
- For building-wide use, large, hard-sided, wheeled cases or a large plastic rolling trash can with a fitted lid provide the amount of space needed to quickly move the amount of supplies necessary for an entire building.

Commercial and Homemade Kits

- The decision to purchase a commercially prepared, pre-assembled emergency kit or to create one is a matter of personal choice. There are pros and cons to either approach. This decision hinges on two key concerns:
 - Does the commercially prepared kit have all, or most of, the needed items?
 - Is the cost of the commercial kit comparable to the money and time need to create a personalized kit?
- Several reputable organizations sell school emergency kits, including companies which offer customized kits to meet the particular personnel or school needs.
- Some Intermediate Units utilize their school-to-work programs to compile emergency go-kits for their schools.

Recommended Contents for School Go-Kits

Item	Teacher	Other Staff	Emergency Team Member	Nurse ²	Administrator ³
Clipboard	X	X	X	X	X
Pad of Paper with sharpened pencils and pens (2 each)	X	X	X	X	X
Permanent marker – medium and fine point (minimum 2 different colors)			X	X	X
Roster ⁴ of student's in class(es)	X	X			
Roster of student's in buddy teacher's class(es)	X	X			
List of emergency contact numbers	X	X	X	X	X
Disposal poncho	X	X	X	X	X
Small pack of tissues or toilet paper	X	X	X	X	X
School Emergency Procedures	X	X	X	X	
School Emergency Plan (full plan)			X	X	X
School emergency checklists or other forms	X	X	X	X	X
ICS forms			X	X	X
Parent/Child Reunification Procedures	X	X	X	X	X
Student release forms as needed	X	X			X
Whistle with lanyard	X	X	X	X	X
Flashlight – with batteries or electromagnetic/wind up capable	X	X	X	X	X
Second flashlight or spare bulb for primary light	X	X	X	X	X
Light sticks	X	X	X	X	X
Small first aid kit including PPE ⁵	X	X	X	X	X
Small tarp or plastic sheeting	X	X		X	
Sun block	X	X	X	X	X
Insect repellent	X	X	X	X	X
Age-appropriate student activity materials ⁶	X	X			
Cell phone charger and extra batteries			X	X	X
Portable radio with extra battery			X	X	X
Map of local area			X		X
Teacher schedules					X
School building floor plans ⁷ (10 copies)			X		X
School building photos					X
Student yearbook or recent photo CD					X
Map of campus – 5 sets minimum					X
Map of area around the school – 5 sets minimum					X
Bullhorn					X
Master keys to building (2 sets minimum)					X
HVAC emergency shutdown procedures ⁸			X		X

² These items are personal bag items and do not include specialty medical supplies and equipment a nurse or medical team may need in an emergency.

³ Some recommended items for administrators may be contained in a school kit rather than a personal kit.

⁴ All rosters should be accompanied by sealed/secured information on students with special medical or dietary needs, along with custody limitations or prohibitions. These envelopes should be clearly marked confidential/ emergency use only.

⁵ PPE for a school first aid kit is probably limited to protective gloves and a barrier shield device for rescue breathing. A dust mask may also be included.

⁶ Student activity materials may include playing cards, inflatable balls, checkers, bubbles, Nerf™ balls, etc.

⁷ All building plans should have the HVAC, electrical and other utility shuts-offs prominently marked.

⁸ All shutdown procedures should be laminated prior to placement in the kit in case fire/rescue or Haz-Mat needs to enter the building with sprinklers activated.

Item	Teacher	Other Staff	Emergency Team Member	Nurse ⁹	Administrator ¹⁰
Fire alarm shut off procedures			X		X
Blank index cards (multiple colors)			X	X	X
Vest or bright hat for easy identification			X	X	X
Duct tape			X		X
Plastic wire ties of various sizes					X
AM/FM radio (battery operated)				X	X
NOAA-SAME weather radio (battery operated)				X	X
Roll of heavy trash bags	X	X	X	X	X
Water – with cups	X	X	X	X	X
Hard candies or other long shelf life food	X	X	X	X	X
Roll of paper towels	X	X		X	
Multi-tool or screw driver with multiple tips			X		X
Peel off labels (2 x 4 minimum) for emergency name tags or labeling			X	X	X
Personal medications	X	X	X	X	X
Local telephone directory					X

Recommended Contents for Building or District Go-Kits

Specialty Kits: One per school and district	Notes
Signs or flag for command post	Coordinate these markers with local responders
Rosters of students/master schedule	
Teacher Schedules	
Full emergency plan with annexes, checklists, etc	
Banner or poster for parent-child reunification	Use large banners, bigger than 8 x 10 inch paper
Alphabetical grouping signs A-L and M-Z A-F, G-L, M-R and S-Z	Pre-plan alphabetical breakdowns according to the size of your building's student population. Some schools may need 4 or 5 groups
School building floor plans ¹¹ (10 copies)	Even if your school has a secured website, it is best practice to have hard copy backups available in the event that Internet or electric service is disrupted
School building photos	
Map of campus – 5 sets minimum	
Map of area around the school – 5 sets minimum	
Student yearbook or recent photo CD	
Bullhorn	Some schools may need more than one
Master keys to building (2 sets minimum)	
HVAC emergency shutdown procedures ¹²	Laminate these procedures

⁹ These items are personal bag items and not to be all inclusive of specialty medical supplies and equipment a nurse or medical team may need in an emergency.

¹⁰ Some recommended items for administrators may be contained in a school kit rather than a personal kit.

¹¹ All building plans should have the HVAC, electrical and other utility shuts offs prominently marked.

¹² All shut down procedures should be laminated prior to placing in the kit in case fire/rescue or Haz-Mat needs to enter the building with sprinklers activated.

Specialty Kits: One per school and district	Notes
Fire alarm shut off procedures	
Duct tape	
Plastic wire ties of various sizes	
Blank index cards (multiple colors)	
Vest or bright hat for easy identification	
Extra batteries for all electronic devices	
AC charger for cell phone and portable radios	
CAT-5e internet cables	Dependent upon existing technology infrastructure
Single line telephones with cords	

Be sure to include any items from the administrator list that are not carried in personal go-kits.

Please note that the lists provided above are suggested based on best practice information. These lists can be expanded based on individual needs.

For additional information on personal preparedness kits for use at home or in your car checkout these web sites:

<http://www.ready.gov/america/getakit/index.html>

<http://www.fema.gov/pdf/about/regions/regionii/r2-what-goes-in-an-emergency-kit.pdf>

Risk Management Playground Survey Summary

Prepared For:	Carmen O'Brien, Business Manager
Prepared By:	Jodi Traas, CPSI, Director of Education & Risk Services
Date of Visit:	September 6, 2022
Purpose of Visit:	Manawa Elementary School Playground Safety Survey
Attendees:	Dr. Melanie Oppor, Danni Brauer, Arty Pethke, Diane Teuscher, Carmen O'Brien
Enclosed:	CPSC Handbook for Public Playgrounds Loss Control Recommendations & Areas of Success

Discussion Overview

Thank you to the staff for taking the time to walk through the playground to review the observations with me last week as well as review the successes of the safety survey. I parked at the front of the elementary school and proceeded to walk around the side of the building without checking into the office or obtaining a visitor pass. I carried a red duffle bag, the playground inspection kit. I approached the playground and entered onto the blacktop area during the second recess. I hung out on the black top area for roughly ten minutes talking with students before entering the play equipment area. After five minutes near the play equipment a Kindergarten teacher approached me and asked if she could help me. I explained I was meeting with Carmen. She offered to take me to Carmen and I asked if she could radio Carmen. She had her radio with her, but it was not charged enough to call. I then inquired if another staff member could contact Carmen with their radio. She was a special education staff member and stated her radio channel could not reach Carmen or the office. Finally, there was a student teacher who had her radio, and she called the office to let her know of my arrival.

During the last lunch recess of the day, I also arrived unannounced, without a visitor badge, and in time the math specialist approached me as well and began talking with me. I asked her if she was aware of who I might be, and she stated she thought I was the photographer coming to take photos.



The playground supervisors were attentive, kind and addressed situations with the students as they arose. The light blue matching t-shirts, the kinder crew, worn by staff were not only fun but adorable and a cohesive team!

Playground Supervision Loss Control Recommendations:

2022-1: Playground Supervisors should wear yellow or reflective vests to allow students or other staff members to find them quickly on the playground in the case of an emergency.

2022-2: Playground Supervisors should spread out to cover the entire play area and practice "zoning". Constant movement/rotation around the play area to ensure the area is covered and all play areas in use are properly supervised. During both recesses observed, supervisors were located near the play equipment only. While this is centrally located, students often hid around the corner of the building and sat under the tree up on the hill from the blacktop. The constant movement will allow supervisors to hear conversations and address any bullying or inappropriate behaviors taking place. An example of zoning is moving from the blacktop to the play equipment and then to the side field where football was being played.

2022-3: Immediately address strangers on the playground by determining if they have a visitor badge and calling the office via the radio to inform the office of an unknown person on the playground. Make sure all radios are fully charged for the day and supervisors are carrying the radios out to the playground. *Train staff on the new frequencies of the radios.* There seem to be some confusion with how to contact the office since receiving the new radios.

During my playground safety surveys, I rarely find that almost all playground pieces are played upon. At Manawa Elementary, students were optimizing the play equipment and utilizing almost all pieces of play equipment as well as the blacktop area and grassy area. I would first like to comment on the condition and maintenance of the play equipment. The age of the pieces varies; however, the equipment has been very well maintained and maintenance issues are addressed timely and swiftly. This is a great compliment to the facility staff and administration that there is not missing bolts, etc. observed.

Playground Maintenance Loss Control Recommendations:

Melanie, Danni, Arty & Diane, all joined me to review the concerns noted below following the survey. The playground equipment is very well maintained. This is a credit to the facilities staff.

2022-4: Conduct monthly inspections on the play equipment and document these inspections. This is an essential risk management practice should a serious injury occur, and a potential liability claim arise.

2022-5: Identify all equipment by age designation. Place stickers on the equipment showing the age designation such as 2-5 years or 5-12 years for the community to be aware of the age groups. This is also essential so 4K students do not play on equipment designed for older students.

2022-6: Head Entrapment Hazards are serious and three were noted on the day of the survey. CPSC Handbook, (pages 51-52). Head entrapment is a completely bounded opening between 3.5"-9".



- 1) The first was found on the Playworld Systems. This *may* be adjusted by moving the bottom portion upward and reducing the opening to less than 3.5" which is currently allowing the torso probe to enter through and restricting the head probe access, hence causing a head entrapment. This is a high hazard.
- 2) The second was found on the Little Tikes Equipment. This head entrapment *may* also be adjusted since the protective barrier/guardrail was placed over by one slot/hole making the head entrapment.
- 3) The third was found on a bench/storage unit placed inside the play area. Benches are not covered under play equipment standards, however, once placed in the play area are expected to follow the

guidelines. More importantly, it has a life-threatening hazard, so removal of the bench is recommended. Please do not use the bench in another area where young children may be present.



2022-7: The Playworld Systems piece of equipment is missing a piece attaching the two pieces of equipment. Staff removed the damaged piece and placed barriers so there is no fall hazard. Using manufacturer hardware and pieces is always recommended. Contact Playworld Systems to determine what the cost of replacement parts for this piece of equipment to determine next steps.



2022-8: Remove parallel bars since gymnastics equipment is not recommended for public playgrounds. Spotters are not on the playground and multiple students may utilize the bars at one time.



2022-9: One playground piece of equipment I had difficulty finding who was the manufacturer. Perhaps someone else will have better luck? There are pieces of hardware that stick out and are sharp to the touch. If possible, rotate/move this rectangular hardware inward so that the sharp corners do not stick out.

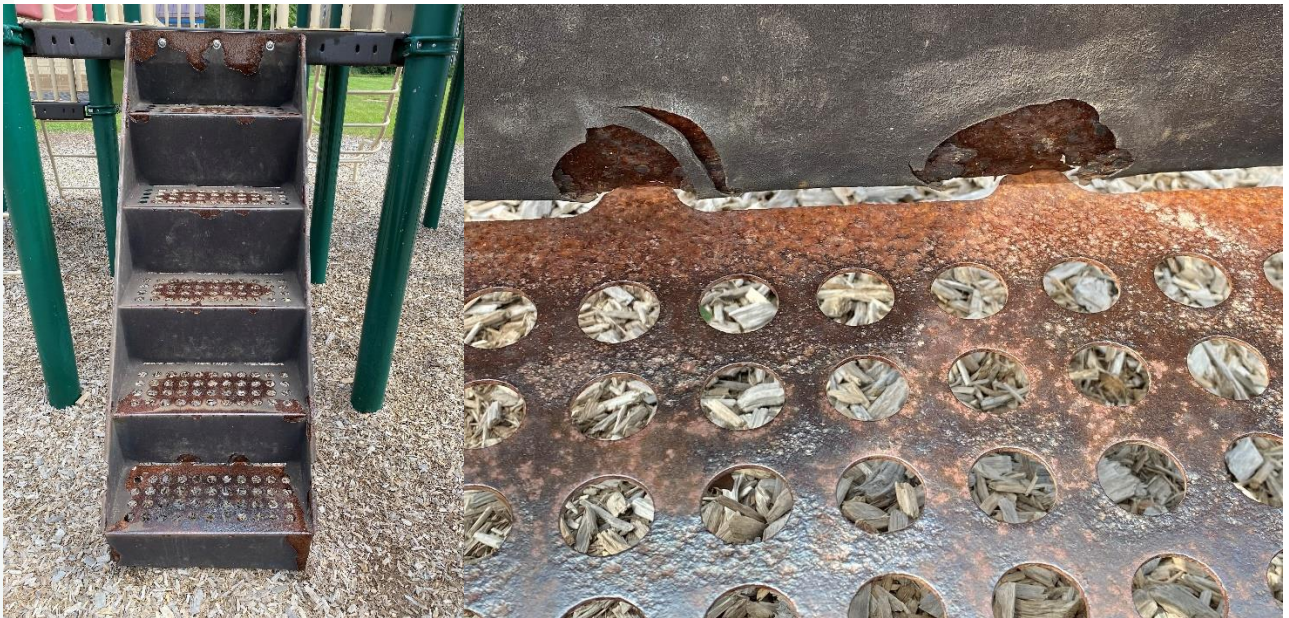


2022-10: Burke Swings: The support pole indicates the surface material (wood chips) should be at a higher level. Falls to the surface are responsible for 68% of all injuries. Replenish these surface materials annually to maintain the proper depth. Obtain documentation from the supplier of playground surfacing materials to ensure they comply with ASTM F1292 Playground Safety Surfacing Standard, ASTM F2075 Engineered Wood Fiber, or ASTM F1951 Accessibility if applicable. *Great Burke mats placed underneath so as not to displace playground surface materials.*

Consider placing the swings at different heights to accommodate various students. Delighted to see accessible swing in bay.



2022-11: Little Tikes Play Equipment missing hardware. Replace missing hardware.

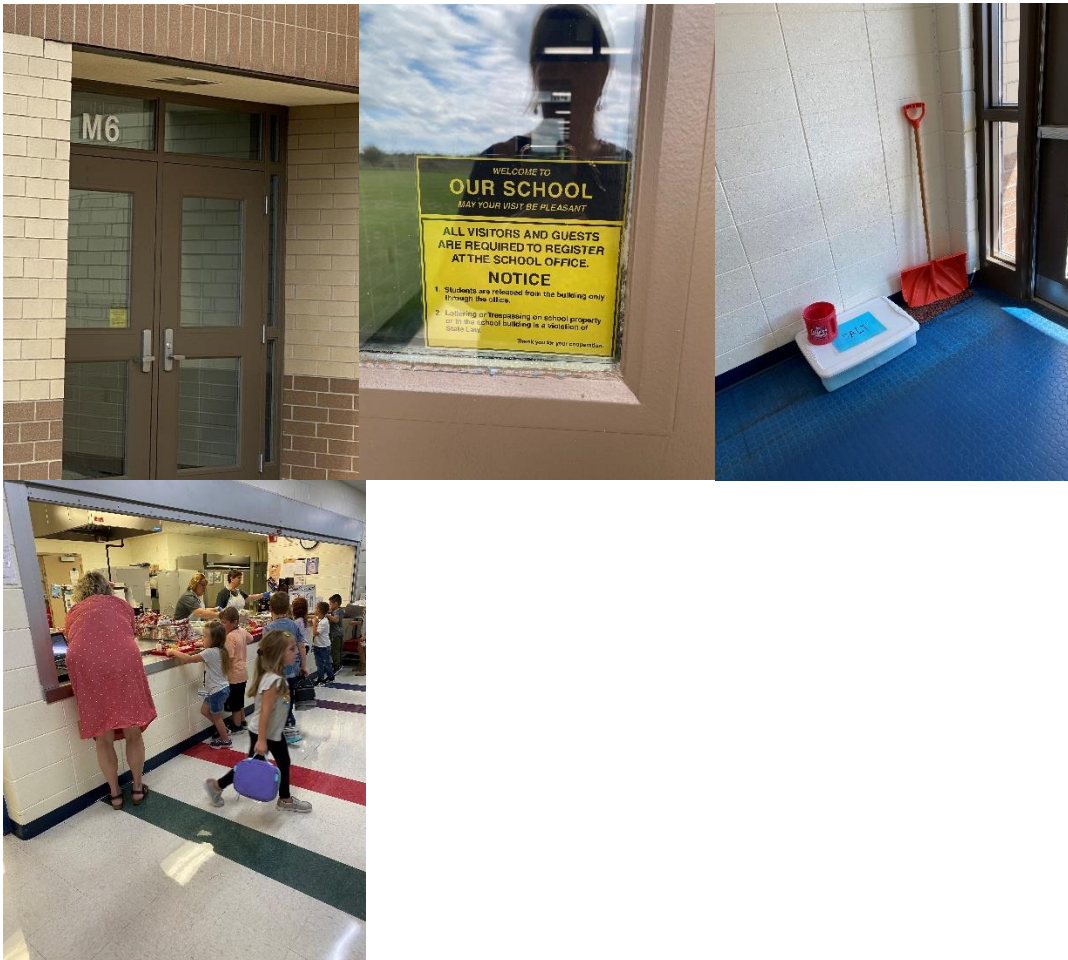






2022-12: Little Tikes Play Equipment Steps/Surface hazard. The coating on the steps/platforms of this equipment is peeling away and has allowed corrosion and decreased structural integrity. This is found throughout the entire piece of play equipment where the coating is in place on the steps, bridge, and platform. The peeling can cause a trip hazard, sharp at times exposing the metal, corrosion and one bottom step metal structural integrity is in serious condition. Recommend contacting the manufacturer regarding the condition of this equipment to determine cost and any steps available to replace these portions. Corrosion has also begun on the tan protective barrier noted above this step. The manufacturer will also be able to give the district the time frame of the age of the equipment and life span.

School Security



Excellent school security practices were noted from outside of the school building.

- Every external door was locked. The front door was unlocked, however, once inside the vestibule I was unable to enter the elementary school building. I attempted to enter an outside door and students did not let me in the door even though I shook the door and waited for them to come and open the door. They had even seen me speaking with staff out on the playground prior to this time so were familiar with my presence.
- All doors and windows were identified with letters and numbers and easy to read from the outside and inside of the building.
- Doors have good visitor signage directing visitors to the front entrance.

- Visitor badges are on easily identifiable lanyards so that staff may quickly notice if a visitor is wearing the badge.
- Visitor badges are kept away from the sign-in log so they may not be just grabbed and used without proper sign-in. Badges are numbered and school secretary ensures they are returned and keeps track.
- Vestibules had shovels, brooms, and salt ready for inclement weather and to assist in reducing slips and falls.
- ***Please note: Classroom doors were not checked to see if in the closed and locked position, however, this is recommended following the Sandy Hook Commission report.***
- Traffic Control Procedure Observed. I was present at the end of the school day and observed the Principal, Danni, not releasing the school buses to leave until parent pick-up was complete. This is an excellent practice. Bus pick-up is in a separate location in the back of the school building, roadway and separate from the parent pick-up in the front of the building also reducing exposure to incidents.

Security Loss Control Recommendations:

2022-13: Several staff observed me walking in the hall with my duffel bag, no visitor badge or school personnel accompanying my presence. I was not stopped to ask if I may be assisted to the office or office alerted to my presence in the building. Any person without a visitor badge, known or unknown to staff, must be addressed in the building according to the district policy.

2022-14: Consider lunchroom *breakaway* lanyards to be worn by students. While students return the lanyards after scanning them for lunch the lanyards can be a choking hazard.

Thank you for all your time during my visit last week. I look forward to answering any additional questions of the Building & Grounds Committee this evening or any others that may arise after perusal of my report. Please do not hesitate to reach out with any questions while I understand we reviewed much of this information last week, there is incredible amount of information.

Have a great and safe day,

Jodi L. Traas