



Manistee Area PUBLIC SCHOOLS

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Superintendent: Ronald J. Stoneman
Business Manager: Howard J. Vaas

SSAC Meeting Summary

Monday, November 12th, 2018

Updates

- Communication Matrix Progress
 - Draft was reviewed by attorney to ensure compliance with FERPA and clarify law enforcement role vs. district role
 - Clarify rational when communication not able to be vended
 - Templates for communication will be drafted to ensure that we have consistency in the messages sent
 - Communication matrix-target to review and gain approval by the board Dec 12th.
- Communication Improvements through Website Integration – Maximizing the website functionality to optimized access to information
 - Mobile Menu – Secondary mobile menu being tested to serve the most frequent information being accessed from mobile devices
 - SMS Alerts – Available through existing assets – hierarchy to be determined
- Safety Grant Update
 - Project award – MMHS awarded \$25k of \$10 million State of Michigan allocation for security window film on first level of the MMHS building
- Staff Safety Meeting Reflection - October 23rd staff meeting to review internal safety/communication procedures
 - Presentation very informative
 - Community commendation received
- Student Engagement Opportunities
 - SSAC initiatives will include student engagement initiatives to create age appropriate internal safety culture
 - Development of student teams
- Manistee Community Safety Committee Meeting Report
 - All county schools are engaging in EOP coordination
 - Table top session planned to walk through safety scenarios to create consistent responses from all school and law enforcement agencies
 - Real time action protocols
 - Streamline EOP into useable procedures
- Finger Printing
 - Background check protocols being reviewed to determine level of background check needed at each volunteer access level
 - Seeking insight on voucher process to cover costs of families that would like assistance to ensure no volunteers are excluded
- Bus Protocol Initiative
 - MMHS - bus configuration is being reviewed to improve safety. Next half day a new angling approach will be tested
 - Kennedy – MHS audio visual team will be enlisted to make a 'how to' video for the drop off routine. To be loaded to the webpage, distributes to the parents/guardians, review during open houses in 2019.

- Growing positive bus culture
 - Age appropriate procedures and expectations
 - Class/hall/buss consistency in expectations
 - Bus driver engagement and training

Upcoming Meeting Schedule

- December 10 – Jefferson
- January 14 – Madison
- February 11 – Student Engagement

Building Tour: 2 of 4 – Kennedy

Objective: Tour of the school to gain a comprehensive understanding of the safety measures including but not limited to the following:

- Walk through what happens during lock-down drill
 - Reviewed new 2018 alarm system
 - Discussed internal procedures
- Reviewed floor plans and exterior entry points
- Review crosswalks, building approach, bus/parking areas
 - Building originally designed as a walking school
 - Crossing guards required to be employed by the city and trained by law enforcement
 - School zone flashing lights had been used in the past but were not repaired, this should be revisited
 - Bus loop optimization has been discussed with law enforcement
 - Video instruction could be helpful to educate stakeholders regarding pick-up/drop-off procedures – to be developed by video production class at MMHS
- Reviewed procedures during meal times and recess
- Building communication procedures
 - Announcements
 - Call box protocols
 - Optimizing building access
- Considered potential building security improvements
- Reviewed security equipment
 - Cameras – new cameras added each year, with numerous entry points, more cameras are needed
 - Door locks & sensors – Doors are locked to prevent two-way traffic from exterior of building and in critical access points