

Richland #44 Task Force Meeting
June 12, 2018 at 7:00 p.m.
Minutes

Present: Josh Mjosness, Heidi Foley, Suellen Zenker, Aaron Kleingartner, Bailey Adams, Brian Boyle, Britney Gandhi, Dave Pasqual, AnnDee Erickson, and Cindy Erbes.

Absent: Mr. Koppelman, Dain Anderson

Audience: Paul Lucas

Building safety and security was discussed while keeping FERPA in mind. Discussion on this will continue after determining what Century Code says about FERPA.

The use of FOBs and master keys was discussed along with the security camera system and placement of cameras. The committee learned that cameras can be monitored live and hold playback for about 3 months. It was discussed that additional cameras may need to be added.

A break in security has been identified with the ability for the public to access the wellness center. A solution is being discussed with a delayed egress door as an option.

The Task Force suggests that an audit of all FOBs and keys be completed. and a protocol for building use and dissemination of FOBs be reviewed. It is suggested there be a very specific check out and check in of FOBs to the general public. [It was suggested that administrators along with Kendra, Sarah and Lisa develop a plan.](#)

Other suggestions include:

- *expectations reviewed with coaches concerning open gym. Task Force recommends that no students (even with a parent) are allowed in the building unless with a staff/coach.

- *a protocol for guests signing in and out. It can be as simple as guest stopping by the office signing form with name and check in time, picking up a Richland lanyard to wear while in the building and checking out time when leaving. [It was suggested that administrators along with Kendra, Sarah and Lisa develop a plan.](#)

A more effective communication plan was discussed to share information about the district with all stakeholders. A survey of all stakeholders and how they would like to be communicated with was suggested. Along with communication, informing the public on chain of command and making the chain of command clear was discussed so that school board members can send stakeholders to the correct person when there is a concern. [It was suggested that Mr. Koppelman, Mrs. Gandhi and Mrs. Erbes develop a survey to share with all stakeholders to gather input on best practices for communicating.](#)

To have a clear vision of scheduled activities, it was suggested that an electronic calendar showing ALL activities at Richland #44 (high school and elementary) be created. [Mrs. Gandhi has had experience with that.](#)

The Task Force also recommend that morning announcements be read every morning at the beginning of 2nd period at the high school.

Two-way communication was discussed. It was suggest that on the website, examples could be listed such as if you have a question about (X) you should contact (Y) at _____. Possibly have a Helpdesk link on the school website that would take the public to a list of FAQ for assistance. It was also suggested that voicemail for all staff be set up in each building so patron can directly leave messages for the staff member that choose to talk to. This may require additional training from RRC. Another possibility to main transparency was that each board member would be given a 'school' email address for school board business.

With all these ideas, communicating the WHAT and the WHY with all stakeholders will be crucial.

The next meeting will be Monday, June 25th at 6:30 in the board room at the high school. Josh Mjosness has invited Joel Friesz from Lutheran Social Services to visit with the group about Restorative Justice.

Respectfully Submitted,
Cindy Erbes