



Facilities Use Stakeholder Meeting

Safety & Capital Project Overview

May 24th & June 4th, 6:00 p.m. HS Auditorium



Board of Education Facility Safety Subcommittee

- Jeanine Yates, Former HS Secretary, District Treasurer
- Vickie Weaver, District Bus Driver and CSEA Vice-President
- JoAnne Curtis, Elementary Teacher
- Brita Donovan, Director of Curriculum, Instruction and Assessment (and soon to be Superintendent)
- Jennifer Hall, Director of Pupil Personnel Services
- Scot Carpenter, Head of Internet Technology (IT)
- Chris DeCristofaro, Secretary to Buildings and Grounds and Transportation and CSEA President
- Melanie McDonald, HS Teacher and GTA Co-President
- Michelle Bombard, Parent and BOE Member
- Michelle McDougall, JHE Principal
- Mike Miller, Jr./Sr. HS Principal
- Dennis Schaperjahn, Volunteer Coach and BOE Vice-President
- Barbie Hartz, Secretary to Pupil Personnel Services
- Shannon Shine, Superintendent of Schools
- Barb Semo, JHE Secretary
- Nate Kocak, Jr./Sr. HS Dean of Students and Athletic Director
- Chris Cook, Head Custodian
- Deputy Brooks, Sheriff's Department
- Cynthia Holmes, BOCES Safety Specialist
- Erica Wardell, HS Art Teacher and Administrative Intern

Mission, Meetings and Topics

Overall Mission and Charge

- Examine practices and areas involving student safety and come up with actionable items to improve student safety.
- In particular, examine what to do after the regular school day ends and on weekends as the facilities are currently open and unsecured
- Meetings: 1/22/18, 2/5/18, 2/12/18, 3/1/18, 3/22/18, 4/16/18, 5/7/18. (6/4/18 scheduled)

What We've Talked About:

- Door Swipe Cards and Rules / Parameters
- Walkers
- Role of Cleaners and Custodians
- Line of Sight improvements at Entrances
- Visitor Management Systems
- Proprietary Safety Improvements (non-public)
- Facilities Use Form Improvements
- See Something, Say Something Hotlines
- Biometric Door Access
- PA Speaker Enhancement and Extensions
- Auditorium Door Security and Repair
- Lockdown Drill Parameters
- School Resource Officers (SROs)
- After School and Weekend Facilities Access

What's Been Accomplished So Far?

- O&M Staff have been trained in event management, user interactions and safety
- New O&M staff are being hired on Sunday to Thursday and Tuesday to Saturday Shifts so staff is present whenever there is building use
- Nylon “tape” barriers have been purchased and are used at events to keep folks in one spot
- Window coverings for entryway glass (selected panels) have been designed and ordered
- See Something, Say Something “Eagle Tip” lines are in place and active at both levels
- Visitor Management System (Scanned licenses and printed badges) will be piloted before year end
- Exterior Doors and rooms have been numbered for security reasons
- Proprietary (non-public) additional measures have been implemented
- Facilities Use Form has been updated to include “Allcall” code and link to the Facilities Use Calendar
- PA Speakers installed in bathrooms for lockdown situations
- Auditorium Lobby Doors reinforced and repaired so they can’t be pulled open
- A variety of meetings with law enforcement regarding SROs has taken place to find out what options exist
- Stakeholder Meetings 5/24 and 6/4 scheduled to provide an overview and to talk about shifts including locking the building after hours and on weekends and to prepare for the capital project

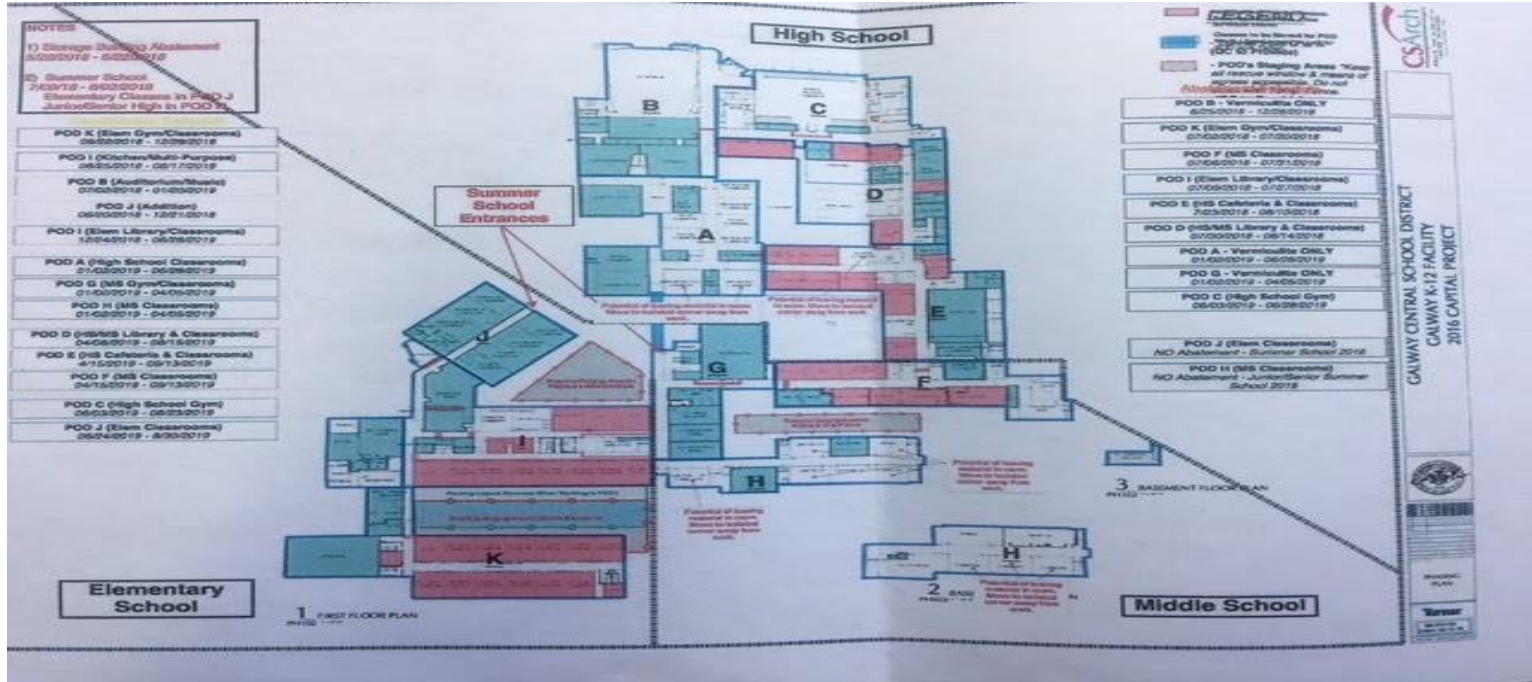
Stakeholder (Facility User) Information

- Starting June 5th the doors will remain locked during evenings and weekends (other than for scheduled large volume events)
- Please review Facilities Use documents: #1500, #1500R, #1500E, Use Form, Emergency Response Cards (SHELL), whom to contact cards, Eagle Tip Line
- What access does your card provide, and when?
Outside organizations: (M-F 3:30 p.m. - 10:00 p.m. and Sat./Sun. 6:00 a.m. - 11:00 p.m. Coaches, M-F 2:00 p.m. - midnight; Sat./Sun. 5:00 a.m. - midnight)
- Existing Swipe cards need to be turned in. New cards will be issued for building use for the end of the school year or the summer (if applicable). For all others, swipe cards will be re-issued next September for the 2018 - 2019 school year.

Responsible party for use and users is the one who signs the Facilities Use Form and any “designee” who is issued a swipe card on behalf of the user group. General Reminders:

- Don’t prop open doors. Use a “window” of time, provide cell information, put a rep at the door, etc.
- Schedule big events (e.g. recitals, performances) so we can program needed doors to remain unlocked for the event
- Close doors and windows
- Take trash with you
- Don’t leave children unattended or roaming
- Respect barriers
- Register with the Raptor system ahead of time. Driver’s license needed. System does a background check against the Sex Offenders’ Registry.

Capital Project



Capital Project and Facilities Use

- This summer, next school year and the summer of 2019, work happening almost everywhere
- Asbestos Abatement begins at the end of June and goes throughout the summer
- Work is being phased by “Pods” (see previous slide)
- Large spaces such as gymnasiums, cafeterias, and the auditorium will be unavailable to outside groups. This is due not only to work in those spaces, but also due to need for those areas to serve as storage areas as we phase construction by pods
- If a large space is needed, alternative locations such as the Town Halls (Galway/Providence), the Former Fire House and Broadalbin CSD may be available
- Classrooms, subject to short notice change of rooms, should be available throughout the facilities
- Flexibility is appreciated!

Follow Ups

- I will email you this presentation and all handouts for your records
- Sign up through Raptor
- Make sure you have a working ID Badge. Check after the June 5 “go live” date to make sure it works
- Plan for access for those who are using the facilities under your name. How will they get in?
- Plan for next year for alternate locations or smaller spaces (classrooms)
- Plan on another building use meeting at the beginning of next school year
- Smile :-)