

**Lincoln-Sudbury Safety Review Committee**  
**Meeting Minutes of May 23, 2007**  
**Meeting held in Hartwell Multi-purpose room, Lincoln**

**Members present:** Sheila Calkins, Scott Carpenter, Hal Chapel, Mark Collins, Sarah Cannon Holden, Bill Keller, Tucker Krone, Ron Nix – Vice Chair, John Ollquist, Barbara Pedulla, Dennis Picker – Chair, Alexandra Sliwowski, Gary Taylor, Karen Thomsen.

**Alternates present:** Claire Daly, Tom DeNormandie, Bill Ray.

**Absent:** Eric Harris, Tim Garvin

7 members of the public were present.

Dennis Picker called the meeting to order at 7:20 pm. and opened the discussion for public comments. No one requested to speak.

Dennis introduced Mr. Tim Higgins, Lincoln Town Administrator and Ms. Maureen Valente, Sudbury Town Administrator who provided some background to the presentation that the two chiefs of police were about to make. Police Chief Peter Fadgen of Sudbury and Police Chief Kevin Mooney of Lincoln were introduced. They commended school staff on steps that have already been taken to improve school safety, such as the development of a safety response plan, desktop safety exercises, active shooter drills and lockdown drills. They presented a letter which outlined their thoughts about how safety at L-S might be improved and another document outlining the role of a school resource officer. They stressed that the suggestions they were making were intended to stimulate discussion, and that they looked forward to working with the school administration to discuss the possible details of any implementation. They also indicated that they continue to work directly with the school administration on a regular basis to look for ways to improve safety.

The two chiefs presented the following recommendations and offered their rationale for each:

- 1) Designated areas for students who arrive early, along with adequate staff to monitor students' in the early morning.
- 2) Restrict access to the building through the lower level AB entrance and the main front entrance, and monitor these doors throughout the day.
- 3) Install security cameras (to record video only, no audio) outside AB and front doors. The video monitoring would deter vandalism and assist in investigations.
- 4) Teachers display a photo ID card, with their name and dept. to confirm that they belong in the building.
- 5) Students must carry photo ID cards. These cards would be used to monitor who is allowed to enter the building and to assist in identifying a student in the event of an emergency.
- 6) Ensure that all parent contact information is up to date so that a parent or guardian can be contacted at their place of work in case of emergency.

- 7) Ensure adequate parking near the main entrance for all visitors. Guide visitors to the main office with minimal disruption to the rest of the school and keep visitors from driving through parking lots without reason.
- 8) Require all visitors to check in at main office. Issue a temporary visitor ID badge, showing name, date, time, and purpose of visit. Visitors must sign out when leaving the building.
- 9) Post “No Trespassing” signs. These give police authorization to confront a person on school property if they suspect any wrongdoing or question their purpose on campus.
- 10) Work with school administration to assign a school resource officer at L-S on a full-time basis.
- 11) Increase school security staff to ensure adequate supervision during the day and during after school activities. Include parent volunteers, senior tax write-off volunteers, and others to provide an additional adult presence on campus.
- 12) Expand the Memorandum of Understanding (MOU) that existed between L-S and the Sudbury Police department to include the reporting of theft of \$100 or more and ongoing behavior incidents of concern. Currently the MOU states that the theft of any item over \$250 should be reported to the police dept.
- 13) Conduct quarterly safety audits with police and school administration..
- 14) Pay particular attention to the increased use of drugs and alcohol by L-S students and provide more comprehensive education programs in this area.

On behalf of the Committee, Dennis Picker thanked the Chiefs for their presentation and thoughtful recommendations. The Committee proceed to ask questions and discuss each recommendation in the order in which they were presented. The discussion included, but was not restricted to, the following points

- 1) The group considered various problems with trying to monitor students who enter the school building as much as one hour before classes begin. The intent of the recommendation is to ensure student’s safety by providing a supervised destination place(s) for all students and prevent students from roaming the hallways aimlessly. Questions the group considered included how to implement this type of recommendation while not placing undue barriers on existing early morning activities which include club meetings and students meeting individually with teachers, how to direct kids who do not have specific purpose for arriving early to a designated area, how many staff would need to be available for early morning supervision each day.
- 2) The basic premise of adding door monitors is for school staff to be aware of who is in the building and why they are there. While there is no way to guarantee safety, door monitors would be able, to some extent, to determine the intent of individuals entering the building. Senior tax write-off volunteers could be asked to work as door monitors.

The chiefs acknowledged that it is difficult to monitor large groups of people entering the building after hours for sporting events, orchestra concerts, and adult education. The details and logistics of managing students coming and going at lunch also need to be worked out.

3) Video monitoring outside the certain doors would allow police to gather information that could help with investigations of vandalism and any other unwelcome presence on the school grounds. The AB doors would be left unlocked during the day, assuming a door monitor is present. Video cameras may be deemed useful at other locations around the building as well. The use of video cameras is legal in public areas, outside the building only. A sign would have to be posted stating that video monitoring is being used. No video cameras would be installed inside the building.

4) Staff ID badges may be met with resistance at the high school. Chief Mooney explained that this practice was instituted in the past year at the Lincoln schools, and although there was some initial resistance, the wearing of ID is now well received. With approximately 180 staff members at L-S and a large student population, it is possible that many students and teachers will not be familiar to each other. Anyone wearing an ID would be considered a known individual with a good reason for being in the building. Anyone without an ID could be approached for questioning and guided to the appropriate place.

5) Student IDs would be similar to those used at colleges, where they could be used as an ID at the cafeteria, for checking out library materials, and for access into the building. Currently, IDs are issued and are used to check out library materials, and to use the fitness center. However, students are not required to carry them. In a medical emergency, it would be helpful to have contact information, allergies and other special medical needs recorded on the ID.

6) Student's emergency contact information must be kept up to date. Parents' work phone numbers, workplace addresses, and email addresses need to be updated any time there is a change. Presently the school relies on parents to initiate any changes to their contact information beyond the forms filled out annually. Parents need to know why this information must be kept accurate and up to date. A periodic reminder to parents to confirm that their contact information is still correct could be made a part of an audit process.

7) Adequate visitor parking should be available near the main entrance to the building. Presently visitor parking is minimal and sometimes if full early in the day.

8) During the school day, visitors should be required to stop at the office and sign in. Visitors would be required to obtain and wear a visible ID badge or sticker while they are in the building and to sign out as they leave. The school recently placed new signs at the front entrance asking all visitors to sign in at the front office. During major events at the school in the evening, there is no sign in process for visitors.

9) No trespassing signs would allow police to intervene if a person is on campus during times that the school is closed. The signs would give the police an extra tool to use when dealing with persons or activity of concern. The signs would also indicate that video surveillance is being used on the premises.

10) The chiefs have spoken with administrators from other schools in the area about their experiences with school safety resource officers. They have been found to be a valuable

component of the overall goal to increase the level of safety. The right person for this position would be carefully chosen by police and school staff, to become part of the school community. The officer would not necessarily be in uniform, but would wear police ID and carry a weapon. They feel that the role of resource officer at L-S could be adequately filled by one officer. Some larger schools have two resource officers, but generally schools that have this role have one. The resource officer's primary responsibility would be to interact with students, build relationships, and get a feel for what's going on. They would develop a rapport with students and become a welcome, guiding presence on campus. They would assist the teaching staff by presenting certain material in the curriculum that relates to safety. They would work with the school staff in helping to identify and deal with students who may pose a risk to safety. Police presence on campus is not intended to be a threat to students or an indication of lack of trust. Some expressed the feeling that this role is already filled by a combination of various staff members at the school.

11) Increase number of security staff during day and after school events. The number of security people needed for adequate supervision would depend on the nature of the event.

12) Recommendations on changes to the MOU have been given to the District Attorney and Dr. Ritchie for approval. The MOU was put in place approximately 15 years ago, and has not yet been updated. The Sudbury Police department has jurisdiction over any incidents on campus since the school is located in Sudbury, but the Lincoln Police department is kept closely in the loop. If a high school age student moves into Lincoln or Sudbury, the police do not automatically check out the student's background unless there is cause to do so. School staff currently reports any incidents of drug or alcohol abuse, threats and harassment to the police dept. Likewise, the police departments share information they have obtained that relate to student safety with the school.

13) Quarterly audits between the school and police depts are recommended to ensure consistent reporting and follow through on matters related to safety. They would supplement the existing monthly Community Based Justice (CBJ) meetings. The CBJ meetings address both specific situations and opportunities for improving overall safety. The chiefs noted that in some situations, a monthly meeting does not come soon enough.

Dennis Picker asked the members if they wanted to discuss any other matters with the chiefs.

A member asked the chiefs to comment on aspects of the weapons policy that the committee had been discussing. The chiefs urged the committee to make sure that any changes to the weapons policy undergo careful legal review.

A member asked if the chiefs intended their recommendations to apply to school buses as well as the school grounds. The answer was yes in general, but that certain details did not make sense to apply to school bus situations.

Questions were raised about the potential for using reverse-911 telephone notifications in any future emergency and the access that various people had to various parts of the campus on the morning of 1/19.

There was a discussion about the statistics related to drug and alcohol related arrests of L-S students in Lincoln and Sudbury over the past two years.

There was a discussion about the consequences of a faculty member failing to report a weapons incident to the police. A \$500 fine may be imposed if a teacher knowingly fails to report a violation. Chief Fadgen said that the District Attorney's office is looking into whether any laws were broken at L-S regarding non-reporting of a weapon brought to school by John Odgren.

Maureen Valente said that she had discussed the first aid response made by the L-S staff on the morning of January 19 with the Sudbury Fire Chief. He indicated that the school responded in an exemplary fashion regarding first aid. He said there are no particular standards that have been established regarding the type of first aid readiness that the school should have. Ms. Valente suggested that the school look further to see if there are additional steps it should take regarding first aid, such as augmenting first aid supplies, or having defibrillators.

### **Planning:**

The group agreed to postpone most of the discussion about the preliminary report and about planning for future meetings to the following week.

**Focus groups update:** The focus groups were held last week. The subcommittee will be ready to discuss the results with the full committee at the 6/6 meeting.

**Update on plans for June 13 meeting with Dr. Pollack:** Barbara Pedulla has worked with Eric Harris to come up with a format for the meeting with Bill Pollack. Barbara handed out a short document for the committee to read on how different management styles of authority figures impact adolescent behavior and development.

### **Topics for next meetings:**

The Committee decided that the May 30, 2007 would be devoted to

- Discussion related to the CASE program
- Discuss the results of the visit to review school safety technology installed at Whitman Hansen Regional High school that some members recently made
- Continue discussion of policies and practices, causes and prevention of violence
- Discuss content, process and schedule for producing a preliminary report

Sheila Calkins has been working to arrange the discussion of CASE for 5/30, and she indicated that the CASE director, Ed Ornstein, will not attend the 5/30 meeting, but John Ritchie and Joanne Delaney will be available to provide some information on the CASE program.

**Minutes:** Ron Nix made a **motion** to approve the meeting minutes of May 16, 2007. Sheila Calkins seconded the motion. The minutes were **approved** unanimously.

**New Business:**

Tucker has emailed a draft recommendation to committee members related to the weapons policy.

Sheila Calkins and Dennis Picker each received separate anonymous letters that related to the reporting of weapons incidents. They will be forwarded to the rest of the committee.

**Adjourn:**

Dennis Picker made a **Motion** to adjourn. It was seconded by Barbara Pedulla. The Motion was **approved**, the meeting adjourned at 10:00 pm.