

SSSC Meeting Minutes

Call to Order Online	Committee	Date of Meeting
10:02 am by Dr. Eboni Calbow (Co-Chair)	School Safety and Security	July 17, 2024
Adjournment	Recorder	Date of Next Meeting
11:03 am by Dr. Eboni Calbow (Co-Chair)	Dr. Autumn Leal	October 16, 2024

Not In Attendance	Dr. Melissa Chavez	Rae Ann Banda	Jenny Davis	Starla Simmons	
	Tracy Staggs				

TOPIC	DISCUSSION/RECOMMENDATIONS/CONCLUSIONS	ACTION & OUTCOMES
Announcements/Quick Items	<ul style="list-style-type: none"> A quorum was confirmed and the meeting was brought to order by Dr. Calbow at 10:01 am; Meeting recorded on Zoom. Introductions and welcoming of new members Special guests included principal Michelle Meister to discuss the safety plans at two of our new Base Point campuses The purpose of the committee is to participate in the development and implementation of the emergency operation plans (for both districts) and to provide input into campus safety planning and the security audits. The district has established a School Safety and Security Committee with members, to the greatest extent possible, listed in §37.109(a-1). 	<ul style="list-style-type: none"> N/A
TODAY'S ITEMS	DISCUSSION/RECOMMENDATIONS/CONCLUSIONS	ACTION & OUTCOMES
Citizen Comments	<ul style="list-style-type: none"> There are no citizen comments 	<ul style="list-style-type: none"> N/A
Action Items for Consideration	<ul style="list-style-type: none"> Action Item by Consent: Previous Meeting Minutes <ul style="list-style-type: none"> First motion made by K. Armenta and second motion made by Dr. Lasher to approve minutes from May 7, 2024. A vote was cast and the motion passed unanimously. Action Item: UTES – EOP Basic Plan Updates <ul style="list-style-type: none"> Motion called by Dr. Calbow to discuss. First motion made by Dr. Maedgen, 	<ul style="list-style-type: none"> All motions passed

	<p>and a second given by R. Baldwin.</p> <ul style="list-style-type: none"> • C. Vollentine and Dr. Leal led discussion of plan overview and 2024 updates including a review of Law Enforcement Walkthrough and a reminder of confidentiality of plan documents. • D. Trabon added details about the UT Charter School System being included in the umbrella of the larger emergency response plan for the entire university. He also brought up how the university is constantly analyzing risks and planning for safety at large- and small-scale events all over campus. • Question asked by K. Armenta to specify on the “after” of an emergency event, including the “post mortem” analysis and reflection on the district’s response. Dr. Leal clarified that while the EOP Basic plan outlines the district-level response to a generic emergency, it is the emergency-specific annexes that detail out what would happen in the aftermath of any particular emergency. The annexes cover many possible emergencies – everything from hurricanes to active attackers to gas pipe explosions – and since the “recovery” phase of any emergency will vary based on the type of incident, these details are covered in the annexes rather than in the Basic Plan. • Question by R. Baldwin – Will responders have access to a campus map? Vollentine clarified that campus maps have been installed in both exterior Knox boxes along with the campus master keys. There is also a “go binder” behind the front desk with maps and other relevant emergency information. Digital maps are kept on file by DPS and accessible via computer system for every responding officer. • Question by E. Baez – how many buildings at UT Elementary? Vollentine answered - 12 total buildings on UT Elementary campus – 10 portables and two permanent buildings • Motion called by Dr. Calbow to vote on approval to submit Basic Plan for board approval. First motion for a vote to submit the 2024 EOP Basic Plan for UT Elementary Charter School for board approval was made by B. Lasher and second motion made by Dr. Maedgen. Dr. Calbow led the vote and the motion passed unanimously. • Action Item: UTES – EOP Cybersecurity Annex Submission <ul style="list-style-type: none"> • Motion called by Dr. Calbow to discuss. • Dr. Leal let discussion of plan overview – appointing cybersecurity incident response team and a cybersecurity director. • No questions were posed. 	
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	<ul style="list-style-type: none"> • Motion called by Dr. Calbow to vote on approval to submit Annex for board approval. First motion for a vote to submit the 2024 Cybersecurity Annex to the UT Elementary Charter School EOP for board approval was made by J. Maedgen and second motion made by R. Baldwin. Dr. Calbow led the vote and the motion passed unanimously. • Action Item: UTUCS – EOP Basic Plan Updates <ul style="list-style-type: none"> • Motion called by Dr. Calbow to discuss. First motion made by K. Armenta, and a second given by Dr. Maedgen. • Dr. Leal led discussion of plan overview and 2024 updates. All changes mirror the ones discussed for UT Elementary’s basic plan. • Review of Law Enforcement Walkthroughs for UTUCS – many agencies from across the state were involved to cover all of our campuses. • Question from B. Lasher – plan is the same as UT Elementary? Dr. Leal answered that yes, since the district office serves both districts, the plan is nearly the same for both districts. The annexes are different because the districts are in in different locations, but the basic plan is nearly identical. • Motion called by Dr. Calbow to vote on approval of plan to submit for board approval. First motion for a vote to submit the 2024 EOP Basic Plan for UT University Charter School for board approval was made by B. Lasher and second motion made by Dr. Maedgen. Dr. Calbow lead the vote and the motion passed unanimously. • Action Item : UTES – EOP Cybersecurity Annex Submission <ul style="list-style-type: none"> • Motion called by Dr. Calbow to discuss. First motion made by B. Lasher, and a second given by G. Freeman. • Dr. Leal led discussion of annex. All changes mirror the ones discussed for UT Elementary’s Cybersecurity Annex. • No questions were posed. • Motion called by Dr. Calbow to vote on approval to submit Annex for board approval. First motion for a vote to submit the 2024 Cybersecurity Annex to UT University Charter School’s EOP for board approval was made by Dr. Maedgen and second motion made by K. Armenta. Dr. Calbow lead the vote and the motion passed unanimously. 	
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TODAY'S ITEMS	DISCUSSION/RECOMMENDATIONS/CONCLUSIONS	ACTION & OUTCOMES
<p>Reports and Discussion Items</p>	<ul style="list-style-type: none"> • The reports that will be submitted to the Texas School Safety Center for audit purposes have been reviewed by the committee and were found to be accurate prior to submitting to the advisory board of University of Texas University Charter School and the management board of University of Texas Elementary School. • The committee has conducted the required yearly meetings as stated in §37.109(c). • The committee has publicly posted advance notice of the meeting in the glass case bulletin board at the administrative office, and on both districts' websites similarly to school board meetings; the committee held an open meeting allowing for public comment on items on the agenda; the committee did not go into closes session; the committee documented and made available to the public the minutes of the meeting. • Dr. Leal presented a report on the State of the Charter School System. • A Texas map was shared that visualizes all of the campuses around the state. Three new campuses will open up next school year in the following cities: Arlington, Forney, and Houston. • Special Guest, principal Michelle Meister, presented a report on the purpose and development of a campus safety plan for our new campuses at Base Point Academy in Forney and Arlington. • Andrea Menchaca provided an update on student and staff mental health and well-being initiatives. 2024-25 SEL Initiatives include: <ul style="list-style-type: none"> • Continuation of evidence-based student SEL curriculum – Second-Step and School-Connect. • Graduate student interns will continue to work with students and the school community – extremely positive data was shared from 2023-24 school year on group and individual student sessions and parent contacts, led by interns. • Public workshops will continue on topics like internet safety, bullying, and parenting. • Build on previous years foundation in the Neurosequential Model of Education (NME) • Educator wellness • Q&A <ul style="list-style-type: none"> • E. Baez asked if the elementary currently had any opportunities for students to be involved in ROTC. Dr. Whetstone answered that such a program does not currently exist but A. Menchaca mentioned that part of the SEL program for secondary students is future-focused and that includes college and 	<ul style="list-style-type: none"> • Ensure all parent-facing safety documentation is offered in Spanish. (Baez) • Campus Safety Plans should keep a log of distribution (like the EOP) to document that all relevant parties receive a copy. (Meister) • Educator Wellness - request a quote from the UT Physical Therapy department to provide massage sessions for teachers. (Herrera) • Change meeting time to 11am. (Armenta)



	<p>career. T. Herrera mentioned that Camp Mabry is available for field trips.</p> <ul style="list-style-type: none"> • The next committee meeting is October 16, 2024 and this will be a hybrid meeting (in person and zoom). <ul style="list-style-type: none"> • K. Armenta requested that meeting time be adjusted to 11am to allow for more in-person participation. A consensus agreed to change the time. • Dr. Calbow asked for a motion to adjourn. Dr. Leal made a first motion and Dr. Maedgen seconded. A vote was taken and the motion to adjourn passed. 	
<p>Adjournment</p>	<ul style="list-style-type: none"> • Meeting Adjourned at 11:03 am by Dr. Calbow 	
<p>Meeting Recording</p>	<ul style="list-style-type: none"> • A recording of the meeting is available. 	

