

**Governor’s Statewide School Safety Task Force
Student Well Being Workgroup
AUGUST 13, 2018, 2018 9:00 AM**

Meeting Locations:

Office	Address	City	Meeting Room
Department of Education	9890 S. Maryland Pkwy	Las Vegas	Bristle Cone Conference Room
Department of Education	700 E. Fifth St.	Carson City	Silver Ore Conference Room

SUMMARY MINUTES OF THE REGULAR MEETING

(Video Conferenced)

Agenda Item I: Call to Order; Pledge of Allegiance

- Chair Tolles called the Meeting to Order at 9:00 AM
- Chair Tolles led the Pledge of Allegiance

Agenda Item II: Roll Call

Task Force Members in Attendance:

In Las Vegas:

- **Dr. Leon Ravin - Dept. Health and Human Services**
- **Katherine Dockweiler - Health Care Professional**
- **Pat Hickey – Charter School Association**
- **Steve Canavero, Superintendent of Public Instruction**

In Carson City:

- **Jill Tolles, Vice Chair - State Assemblywoman**
- **Katherine Loudon - Health Care Professional**
- **Bridget Peterson - School Board Trustee**
- **Caryn Swobe - Parent**

DEPARTMENT STAFF PRESENT:

In Carson City

- **Sylvia Verdugo, Executive Assistant to the Superintendent of Public Instruction**
- **Gabriel Hill, Assistant to the Deputy Superintendent of Student Achievement**

In Las Vegas

- **Christy McGill, Director Office of Safe and Respectful Learning**

LEGAL STAFF PRESENT:

In Las Vegas

- **David Gardner, Deputy Attorney General**

Agenda Item III: Public Comment #1

- Chair Tolles asked for public comment.
 - There was none.

Agenda Item IV: Approval of June 26th Meeting Minutes

- Chair Tolles asked for comments on the June 26th meeting minutes.
 - Member Peterson noted that she was from Lyon County, not Nye County as the minutes recorded.
 - Chair Tolles made a motion to accept the minutes (with the above change)
 - Member Peterson seconded.
 - The motion passed unanimously.

Agenda Item V: Discussion and Action regarding the Discussion and Action regarding Recommendation #5

- Chair Tolles transitioned to Recommendation #5 which directed the Department of Education to create a document discussing school safety for distribution to public, private, and charter schools in the 2018-19 school year. The document could be used by principals and district leaders to communicate with parents, children, and staff as to what safety tools are in place, tips on responding to children's emotional needs in times of crisis, and examples of early warning signs in children. Chair Tolles noted that the work of the workgroup would be to design a rough draft of the document.
 - Member Canavero asked if this was a communications piece or a toolkit. What were the principal objectives of the document?
 - Chair Tolles responded that Member Hickey was not present, but he had worked with Member Peterson on the proposal.
 - Member Peterson stated that the document was a resource for parents, and a place where they could look for tools and tips. It would be a resource and a helpful sign that schools were taking action.
 - Member Canavero noted it was a helpful response because it clarified that the main audience was parents.
 - Member Swobe noted that it might address drills or other school safety tips.
 - Member Loudon commented that it could validate concerns, highlight things that the state and districts are doing, and emphasize the activities that parents, students, and staff could do to make schools safer. Being prepared, personally responsible, and other things could be highlighted here as well.
 - Member Swobe stated that she had reached out to Scarlet Lewis from Sandy Hook, and she had emailed some ideas and documents that included signs to look for of kids in crisis.
 - Member Loudon mentioned SafeVoice reporting and the National Association of School Psychology had plenty of resources as well.
 - After commenting on the need to come up with a title, Chair Tolles summarized that the audience would be parents, students, caregivers, and members of the community. The purpose would be to inform on resources, signs, protocols/precautions at schools that could be school specific. Resources could be found on the Department of Education website. Those could be updated. Chair Tolles wondered if a similar resource was currently available.
 - Director McGill noted that the SafeVoice app does have a button that directs users to the NDE home page which has additional resources.
 - Chair Tolles commented that the goal was prevention, response, and recovery. Would it be possible to have three tabs, one for each section? There could be various resources in each section dealing with the three topics.
 - Member Dockweiler thought that seemed like a good format and structure for the website. Perhaps a link to each school district would be useful since each one will have different resources and guidelines for trauma response.
 - Chair Tolles mentioned that the document and webpage needed to be specific so that it could be on individual school's websites but also broad enough that it could be applied generally.
 - Member Swobe asked about format. Should it be an email? Letters? Smaller versions that are sent out by the schools?
 - Member Loudon wondered about referring individuals back to schools and encouraging the partnership between parents and schools. There are some

universal things that could be put into a response; no district would encourage parents to block the roads and drive as fast as possible. There are also national school safety resources and websites; for example, fema.gov has a section for kids that would be a resource.

- Member Dockweiler commented that prevention was prevention no matter where you were, so that might be a strong universal piece. The National Association of School Psychologists has resources, including tip sheets, available for a variety of functions. There are a lot of resources available; they just need to be put into place.
- Chair Tolles noted that they might not look at the website, so this one page document should contain the most important materials so that parents should know. Principals could also communicate with families on an ongoing basis about safety issues. Resources should certainly discuss SafeVoice, direct individuals to the department website, and a list of prevention signs. The document should include a list of signs.
 - Director McGill wondered if these were signs of suicide and school violence or some other topics.
 - Member Dockweiler asked if this could wind up being multiple documents, one time per month for example, or if it was just a one-time document.
 - Member Peterson noted that parents get a lot of papers at the beginning of the year and it might be good to send it out at another time so that they might actually read it.
 - Member Loudon commented on the need to encourage parents and students to reach out to schools since they do have the ability to intervene.
 - Member Dockweiler remarked that some parents might not know who to talk to at particular schools. While it might be nice to have a specific point of contact, but it varies from school to school.
 - Member Ravin suggested providing a pdf that schools could customize with specific details about their schools with contact information.
- Chair Tolles suggested starting the document with a general introduction on the work of the school safety task force. The content would be broken up from there: signs to look for, precautions at schools, resources at various sites. The template could go out to all principals with blanks for school specific information. Since the anticipation is that it will be sent out with the governor's approval, most of it would need to be standard.
 - Member Swobe noted that having a handout at open houses and someone to talk about it would be ideal. It is one of the few times parents are there on mass.
- Chair Tolles observed that the document would be out a month or more after school started, but it would not stop schools from including information in newsletters or other handouts over the course of the school year. FTE positions within NDE would allow for a full rollout of the document next year.
- Director McGill noted that Member Hickey had joined the group and provided a summary of the discussion. The audience would be parents and caregivers with a secondary audience being teachers and staff. It would inform on resources, signs, and protocols. Content would be high level, 30,000 foot, prevention signs as well as information on drills, resources, and links to the district. It would be tailorable to schools and allow schools to put in contact information for individuals.
 - Member Swobe commented that students should be a primary audience as well.
 - Member Loudon suggested starting with a validating, supporting paragraph on safety. Prevention preparedness would be the first section, the second would be response, and the third would be recovery. That way it would match how schools and communities approach school safety.
 - Member Hickey's banter provided some general amusement.
 - Chair Tolles asked if he could provide some clarification on the intent of the document.
 - Member Hickey stated that he wanted the task force to produce something tangible to represent the interests of the task force and the governor.

- Chair Tolles asked Member Swobe to talk about the resources she had provided.
 - Member Swobe stated that the resources provided by Scarlet Lewis were fairly general and provided bulleted lists that could be easily replicated.
- Chair Tolles asked Director McGill if NDE had enough resources, along with the additional ones provided by the task force, to take the lead in producing the draft or if she would prefer the workgroup to take the lead.
 - Director McGill noted that the more specific the workgroup members were the better. Being detailed and specific would be ideal and then the workgroup could add or subtract to that document.
- Chair Tolles wondered how the document could be created while still meeting open meeting law.
 - Deputy Attorney General Gardner noted that a subcommittee could discuss the document as long as they were not the majority of the committee.
 - Chair Tolles wondered if emails among less than the majority of the committee would meeting open meeting laws, and Deputy Attorney General Gardner noted that the subcommittee had to be completely self-contained and separate from the larger body of the workgroup in order to not violate open meeting law.
 - Chair Tolles asked for volunteers.
 - Members Hickey, Loudon, Dockweiler, Swobe, and Peterson agreed to join the subcommittee. Director McGill agreed to help them in the drafting of the document.
- Chair Tolles left it to the subcommittee to develop their meeting schedule.
 - Member Hickey volunteered Member Swobe to serve as the coordinator, Ms. Verdugo offered to supply a lifesize link to the subcommittee, and Member Swobe accepted the task of coordinator.
- Chair Tolles noted that the Workgroup would need to meet again in order to discuss the proposed draft.
 - Director McGill asked about the format. A letter? A pamphlet?
 - Member Peterson asked about the amount of information that could be supplied in a pamphlet.
 - Member Swobe suggested a letter that could simply be printed out by schools.
 - Chair Tolles noted that a letter could be sent out in multiple languages, in electronic/physical form, and it could be personalized more, Member Loudon noted that letters could seem more personal, and Member Swobe noted the cheapness of such a document to produce and distribute.
 - Member Dockwiler asked about the focus of the document. Self-harm prevention? Violence prevention? Suicide prevention?
 - Chair Tolles referred to the executive order that created the task force and noted that suicide prevention was not delineated specifically in that document. The document was focused on the dangers posed by an active shooter on campus, and Chair Tolles paraphrased the first lines of the order which referred to the Parkland shooting and threats of violence.
 - Member Hickey agreed with Chair Tolles' comments about school violence and noted that the document could provide information to parents on that specific topic in a rather narrowly focused manner.
 - Member Loudon suggested addressing violence that was directed outward and inward toward oneself. The document could have information on both topics without neglecting either one since they are so related to one another.
 - Member Swobe noted the suicidal tendencies of many shooters, but also pointed out that there are various other topics, including bullying, that might be included.
 - Chair Tolles noted the importance of focusing on school violence and thought that it might get more attention from parents.
 - Member Swobe asked Member Hickey if he saw this as a report from the governor specifically.

- Member Hickey responded that that would be up to the Governor, but that it should be noted as the result of the work of the Governor’s Task Force.
- Chair Tolles noted that the recommendation was for him to sign the executive order. The timeline would be for the subcommittee would come up with a draft that would be approved by the working group. That draft would be approved by the Task Force and then sent to the Governor to edit. Hopefully it would then go out as an executive order and be distributed by the Department of Education.
- Chair Tolles made a motion to create the subcommittee to bring back a draft for consideration by the working group as a whole.
 - Member Loudon seconded.
 - The motion passed unanimously.

Agenda Item VI: Future Meeting Agenda Items and Action Items

- Chair Tolles stated that the next meeting of the full task force will be August 27th. At the October 25th meeting, members will vote on long-term recommendations. There were some 20 long-term recommendations that need to be discussed and finalized for the larger group. Finally, there is also an optional November 19th date for final approval prior to the termination of the task force by November 30th (which is when the report is due to the governor for his approval). Chair Tolles asked when the draft should be completed, August 27th? It will entail at least one more meeting of the subcommittee.
 - Member Ravin asked if the draft would go directly to the whole task force or if it would be reviewed. Member Tolles responded that it would need to be reviewed in advance; therefore, it might not be possible to complete the document by August 27th and meet open meeting law. Perhaps it would be best to wait for the October 25th meeting?
 - Chair Tolles asked about the possible next date for the working group in order to meet the October 25th meeting deadline. Long term recommendations and the draft will need to be finalized.
 - Member Swobe noted that it could take a while to review the long-term recommendations.
 - Chair Tolles wondered about the first week of September and suggested having a meeting prior to September 12th. She instructed Ms. Verdugo to send out a doodlepoll to determine an exact date. If there are any additional long-term recommendations, they need to be submitted by August 31st. Chair Tolles also asked about additional presentations from experts. Was that still an interest of members?
 - Member Peterson asked about the sort of presentations Chair Tolles was thinking of, and Member Swobe wondered about getting more information about mental health screenings. She expressed a desire for more information on them, what gets done afterward, if Juvenile Justice was being worked with schools and others appropriately, and how schools and social workers were coordinating their activities.
 - Director McGill noted the importance of imbedding screenings in an MTSS process. There are in-state and national experts on MTSS that could be contacted.
 - Member Dockweiler noted the importance of having MTSS structure in place before screenings are implemented. There are various questionnaires that are in use, some of which are quite basic. At higher tiers there are more questions that would require more intensive intervention, but MTSS framework needs to be in place.
 - Director McGill noted that NDE is sending out (something) to districts that would provide guidance on the key points of an MTSS structure for them to put their stamp of approval on.
 - Member Swobe wondered about the work of Juvenile Justice and social

workers. Director McGill noted that Juvenile Justice is helping rural districts with threat assessments and are an essential partner with case planning and other efforts, but it is very district specific.

- Chair Tolles noted that it might be good to have more information on mental health screenings, Juvenile Justice, and discipline (particularly re. evidence based research on how that would play into evaluation of schools as well as zero tolerance policies). More evidence from experts would be ideal. The September 12th meeting should include a few experts on these topics (recommendations could be sent to Ms. Verdugo). Some readings on reports or articles would be great. The only action item for that meeting would be to work on the document. There would need to be another meeting in October (before the 25th) to vote on long-term recommendations. Ms. Verdugo will send out two doodlepolls to determine the first meeting (prior to September 12th) and the second (in early October).
- Member Loudon asked for clarification that the presentations would be on threat assessments, mental health screenings, and best practices on supporting students, and Chair Tolles included Juvenile Justice and discipline. Chair Tolles also noted that the Virginia model of threat assessments was included in the recommendations and that could be an important resource. Director McGill also noted the Colorado model, and Chair Tolles asked that both models be distributed to the entire task force.
- Chair Tolles summarized the previous discussion (clarifying that the early October meeting should be by October 12th).
 - Member Ravin asked for clarification on Recommendation #4 that was approved at the full meeting of the task force. While 4a noted that the continuous medical education should include self-harm reduction and gun safety while 4b does not fully spell out what the continuous medical education should consist of.
 - Chair Tolles noted that that the document was written in a summary format. Item 4a and 4b were discussed and voted on in full and included all aspects of gun safety and self-harm reduction originally proposed and approved by the Workgroup.
- Member Hickey noted his limited availability in early September, and Chair Tolles noted that she would be gone a few days as well. She instructed Ms. Verdugo to send out a doodlepoll for September 4th, 5th, 12th, 13th, and 14th.

Agenda Item VII: Public Comment #2

- Chair Tolles asked for public comment.
 - There was none.

Agenda Item VIII: Adjourn

- Chair Tolles adjourned the meeting.