

Doss Consolidated Common School District
School Safety and Security Committee Meeting

Minutes of Meeting

I. WELCOME

I.A. Call to Order and Establish Quorum

Pam Seipp, Administrative Consultant, called the meeting to order at 12:00 p.m. on Wednesday, August 10, 2022, noting that the meeting agenda was posted appropriately.

Let the record show that the following were present:

Doss CCSD Board Members: Cecil Crenwelge, Travis Dollar, Teresa Ganis, and Evan Tune
Doss CCSD Employees: Amanda Arhelger, Burgundi Dollar, Blane Neffendorf, Pam Seipp, Elise Studer, and Marsha Welge
Texas Association of School Boards: Melanie Moss
Doss Community Members: Brian Sattler and Pat Jung
Gillespie County Officials: Justin Calhoun, Joe Hindman, and Todd Metzger

Note: Justin Calhoun and Evan Tune responded to an emergency call and left the meeting briefly; both returned and participated in the discussion and meeting.

I.B. Committee Appreciation and Introductions

Pam Seipp, Administrative Consultant, thanked committee member for attending, and invited all to introduce themselves, indicating their committee representation. (See Attached Roster)

I.C. Public Comments on Posted Agenda Items

Pam Seipp, Administrative Consultant, noted that the posted agenda invited public comments to be forwarded via email to adminisration@doss.txed.net. There were no emailed comments.

II. INFORMATION

II.A. Consider Comments from SSSC Members

Pam Seipp, Administrative Consultant, invited comments from members. Hearing none, she shared information regarding school internal safety audits that are scheduled every three years. This fiscal year (FY23) is year three in the cycle, so a safety audit is required to be submitted.

II.B. Approve Meeting Minutes for May 13, 2022

Pam Seipp, Administrative Consultant, invited members to review the minutes for the May 13, 2022 meeting. **Melanie Moss moved** to approve the minutes; **Amanda Arhelger** seconded the motion. **The motion passed unanimously.**

II.C. Release TEA and DSHS Public Health Guidance

Pam Seipp, Administrative Consultant, provided members the August 1, 2022 TEA Public Health Guidance which includes guidelines for school districts to use regarding COVID. This guidance will be used in the Doss CCSD Return-to-School Plan.

III. DISCUSSION

III.A. Discuss TEA Letter and Required School Safety Action Steps

Pam Seipp, Administrative Consultant, provided a TEA To the Administrator Addressed Letter dated 06.30.22¹ regarding “Required School Safety Action Steps This Summer.” The letter outlines the steps all school districts must take regarding school safety. Items are to be completed prior to the September 1, 2022, must be reported to the Texas School Safety Center (TXSSC) prior to September 9, 2022. Included in these steps is a Summer Targeted Partial Safety Audit and Exterior Door Safety Audits.

III.B. Identify Sub-committee for Summer Targeted Partial Safety Audit

Pam Seipp, Administrative Consultant, invited members to volunteer for a sub-committee to assist with the completion of the Summer Targeted Partial Safety Audit. With full committee approval, these members volunteered to assist Pam Seipp: Justin Calhoun, Travis Dollar, Melanie Moss, and Evan Tune.

III.C. Discuss District Plans for Door Safety Audits and Access Control

Pam Seipp, Administrative Consultant, provided a sample of the exterior door components spreadsheet and tracking document for the door safety audits. Information is still under interpretation regarding this action step; however, all requirements will be completed.

¹ Texas Education Agency: To the Administrator Addressed Letter Dated 06.30.22: <https://tea.texas.gov/about-tea/news-and-multimedia/correspondence/taa-letters/required-school-safety-action-steps-this-summer>

IV. PLANNING

IV.A. Discuss Standard Response Protocol and District Drills

Pam Seipp, Administrative Consultant, shared a parent poster of the Standard Response Protocol (SRPx) that the district has outlined in the Emergency Operations Plan (EOP) and as such is used for drills. A schedule of the drills for the school year was provided. Law enforcement commented they would like to be included. Justin Calhoun recommended that the dates for the drills not be posted publicly.

IV.B. Discuss District Emergency Operations Plan/Planning

Pam Seipp, Administrative Consultant, shared the history of development and approval of the District Emergency Operations Plan (EOP). District approved and submitted to the Texas School Safety Center in October 2020 the plan presented today only includes revisions to the School Safety and Security Committee (SSSC). An Active Threat Plan is necessary to be developed and submitted this cycle. The district used TASB model plans previously and will do so with this one.

IV.C. Identify Sub-Committee for Active Threat Plan/Planning

Pam Seipp, Administrative Consultant, invited members to volunteer for a sub-committee to assist with the development of the Active Threat Plan. With full committee approval, these members volunteered to assist Pam Seipp: Justin Calhoun, Burgundi Dollar, Travis Dollar, Melanie Moss, Brian Sattler, and Evan Tune.

V. CLOSING

V.A. Approve Doss CCSD Emergency Operations Plan (EOP)

Pam Seipp, Administrative Consultant, invited members to approve the Doss CCSD Emergency Operations Plan (EOP). **Burgundi Dollar moved** to approve the Emergency Operations Plan; **Brian Sattler** seconded the motion. **The motion passed unanimously.**

V.B. Discuss Future Agenda Items and Future Meeting Dates


Pam Seipp, Administrative Consultant, presented information regarding future meetings. The full committee will meet three times a year; the sub-committees will meet as often as necessary. The next full committee meeting will be in the Fall 2022.

V.C. Express Gratitude for Meeting Attendance/Participation

Pam Seipp, Administrative Consultant, thanked the Committee for attendance and participation, including pre-reading. Electronic messages will allow the sharing of further news.

Pam Seipp, Administrative Consultant, closed the meeting at 1:37 p.m. and invited members to sign both the meeting attendance log and the school visitor log.

Time Adjourned: 1:37 p.m.



Pam Seipp, Administrative Consultant

Minutes Approved:



SSSC Committee Member
11/14/22