

**DISTRICT SAFETY COMMITTEE**  
CUSD District Office Conference Room  
May 10, 2023  
3:30 – 4:30 pm

## **UNION \* CAUSE – Meeting Notes**

*[ Sic. / Note: This event is the first held in 2023, and the second in the entire 2022-23 school year; scheduled only after the recent intruder events of Spring 2023.]*

**JH** \* (**j. Hotchner/Union President**) Arrive early. MF and Sheriff's Deputy are present.

(1522 hours – pre-meeting)

**JH**: ...asks Asst. Superintendent Fitzgerald, "Has the AGENDA been published yet?"

**MF** \* (**Maureen Fitzgerald/CUSD Assistant Superintendent**): "We'll pass it out."

**JH**: ...asks Asst. Superintendent Fitzgerald, "So, it has not been published yet?"

**MF**: "No. Not yet."

**JH**: ...asks Asst. Superintendent Fitzgerald, "Will the meeting be recorded? Will we be able to rely upon a recording or minutes to memorialize our conversations?"

**MF**: "There will be no recordings, and there will be no minutes. I [sic. MF]Fwill be taking my own notes."

Meeting Begins...

**AGENDA** (sic. All text from the District's AGENDA are highlighted in YELLOW herein)

**MF**: – Acts to Distribute to attendees.

I. **Welcome**

**MF:** Sign in Sheet & Introductions of those in attendance:

Each attendee introduces themselves...

- Maureen Fitzgerlad (MF) – CUSD Assistant Superintendent
- Jim Petit (JP) – CUSD Maintenance Supervisor
- Arna Crittendon (AC) – CHS Senior Cafeteria and CAUSE
- Brian Dickey (BD)– SB County Sheriff’s Department
- Brett Wieberg (BW) – ALISO Principal
- J. Hotchner (JH) – CAUSE President, previously Co-Chair of the CUSD District SAFETY Committee, & CMS teacher of 20+ years
- Gina Marchand (GM)– CANALINO Instructional Aide & CAUSE Representative
- Rob Scherger (RS) – CUSD SPED Director
- Particia Humbles (PH) – CANALINO Counselor
- Ricardo Cota (RC)– Vice-Principal CMS
- Michelle Hernandez (MH) – CUSD Foodservice Director
- Gerardo Cornejo (GC) – CHS Principal

[ *Sic. / NOTE \* Those not in attendance...*

- *A District Nurse*
- *The CUSD Superintendent, Diana Rigby*
- *The Canalino Principal, Jamie Persoon*
- *A representative from SUMMERLAND Elementary*
- *Any Parent Advocates or representatives (NOTE: Interested parents were denied access just prior to the meeting.) ]*

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**JH:** ...asks Asst. Superintendent Fitzgerald, “Will the meeting be recorded? Will we be able to rely upon a recording or minutes to memorialize our conversations? Wouldn’t that be a good idea?”

**MF:** “There will be no recordings, and there will be no minutes. I will be taking my own notes.”

**JH:** Thanks MF for clarifying.

[ *Sic. / NOTE: The Union submits a request for information, that the District produce the Assistant Superintendent’s notes, both hand-written and electronic.*]

**MF:** “We’re back in person after years of long HIATUS, due to COVID.”

**MF:** Explains the nature of the committee...

- a District committee
- meets twice a year
- This meeting is a result of the District’s contractual obligations with the Union
- Obligation can be found in the Collective Bargaining Agreements (SAFETY Articles in both CBAs - on website) along with BOARD policies
- Purpose \* To discuss SAFETY Issues, **but ONLY employee & STUDENT SAFETY.**

**MF:** “We are not here to discuss HOUR-ZERO, or LOCKDOWNS, SHELTER-IN-PLACE, or other HOUR-ZERO Protocols (*That’s separate from this purpose.*)”

**MF:** Attempts to clarify...

- MF: Intent of these meetings is that Staff is safe.
- This isn’t about mass shooter events.
- This meeting is not about anything beyond staff safety.
- We are not here to discuss incidents or larger emergencies at the District level.
- This is very different than school lock-down topics.
- We are not having meetings to discuss the HOUR ZERO incident responses.
- These are done at the site-level. We are not having those meetings.

**JH:** Acknowledges that these very topics are on the meeting AGENDA. So, what does MF’s statement mean ? Aren’t HOUR-ZERO Protocols essential to the SAFETY of employees and students ?

**MF:** “This is about whether employees and students are safe at work-sites, and about workman’s compensation... like, trip and fall.”

**JH:** But ????????

## **II. Current SAFETY Preparedness Procedures**

### **a. Hour-Zero – Staff readiness Reports**

**MF:** Distributes the Site Readiness Reports. [ *See attached* ]

- These are the Monthly School Site Readiness Reports
- “Some sites will look low, because we have CLASSIFIED Staff who don’t have places to take the courses and don’t access computers in the course of their workday.”
- Some employees need the training in Spanish.

[ *SIC. / NOTE \* These reports do not confirm when the trainings actually occurred, but rather, indicate the status of the trainings on the day of the SAFETY meeting. In the past week, Principals across the District directed ALL Staff to take trainings that should have been completed throughout the instructional year. Although the documents suggest trainings occurred in the months of Sept., Oct, Nov., Dec. Jan., Feb., Mar., & April, many staff completed as many as 90% of the trainings in the last few days of April and early May. Many staff and faculty have yet to complete many of the HOUR-ZERO trainings, with SUMMERLAND & CMS being standouts with the lowest HOUR-ZERO readiness numbers. (attached )* ]

- i. Status Cards, Active Shooter, & LOCKDOWN - September
- ii. Hold & Secure - October
- iii. Shelter in Place – November
- iv. Youth Suicide – December
- v. Emergency Evacuation – January
- vi. Drop-Cover-Hold – February
- vii. Earthquakes – March

**JH:** Union leadership inquires up on the diligence and fidelity to the specific trainings above; which were also referenced in the readiness reports provided.

- JH ask if the District would interested in contractualizing the SAFETY expectations that support the above HOUR-ZERO protocols.
- “Could that be valued added?”
- “In regard to the SAFETY of students and employees, we’ want our Principal colleagues and supervisors to know that the Union is willing to put its money where its mouth is.”

**MF::** Asks what JH proposes?

**JH::** Confirms that he is making proposals at this moment, but is trying to better understand the information being shared.

**MF:** Threatens to throw JH out of the meeting for mentioning the above matters. Claims they are not topic of discussion. Repeatedly demands JH’s confirmation that he understands and will comply with her threat. [No confirmation provided by JH.]

JH: Clarifies that the topics of the contract and HOUR-ZERO are both on the AGENDA and have been previously cited by MF earlier in the meeting. Confirms that the Union is not using the

meeting to bargain, but to inform upon what is possible. Confirms that confusion exists in regard to what is and isn't permissible at this meeting; based upon the conflicting expectations MF continues to introduce during the meeting.

**MF:** MF again threatens to throw JH out of the meeting, stating that he may make recommendations, but may not discuss the contract, opportunities available via bargaining, or HOUR-ZERO protocols.

**JH:** Thanks MF and assures the meeting participants that the Union looks forward to sharing a variety of recommendations before the meeting is over, and in other venues.

## b. Monthly Safety Meetings @ School Site

### i. Leadership Teams & safety committees

**MF:** "These meetings may take many different shapes: Leadership meetings, staff meetings, site-council meetings, etc."

Various Principals: Clarify how their specific school site addresses safety issues. Sharing that Safety is discussed at the site-level.

- Some sites holding specific safety meetings, where safety is the focus.
- Others do not, instead reserving a few (5-10) minutes to discuss safety issues during other types of meetings, such as an agenda item at monthly staff meetings
- Others use School Site Council Meetings
- Practices are varied.
- Sometimes, best practices are shared with other sites at Leadership meetings. Not always.

**JH:** ...asks of MF, "So, if we are hearing this correctly, SAFETY is handled differently at every site. It is up to the Site leadership, versus a uniform, cohesive, and system-wide approach led from the District Office and by the Assistant Superintendent & Superintendent?"

**MF:** "Yes. The responsibility for safety falls to our Site leaders, who are best positioned to address safety issues."

## c. Weekly District Leadership Meetings

### i. Safety as a standard agenda item

**MF:** LT meetings are informed by site-safety meetings

**MF:** Safety discussions take place in Superintendent’s LEADERSHIP Team Meetings

**MF:** That includes: CUSD Superintendent, Assistant Superintendent, Principals, District level leadership, Aaron, & SPED Director

[ *Sic. / NOTE: All members of the **Superintendent’s LEADERSHIP TEAM** are employed w/ CUSD at the pleasure of the Superintendent. The **Superintendent’s LEADERSHIP TEAM** does not contain any standing external agency partners; who would otherwise bring expertise to the District SAFETY conversations, without any concerns of serving at the pleasure of CUSD Superintendent. ]*

**JH:** ... asks MF, “Are there any expert External Agency partners included in these meetings?”

**MF:** “No, There are no External Agency partners.”

**JH:** ... asks MF, “Are there any parent leaders in attendance at these meetings?”

**MF:** “No there are no parent leaders.”

**JH:** ... ask of MF, “Is it then true that the District does no longer holds comprehensive District wide SAFETY Meetings to discuss, in system-wide routines, recommendations, concerns, suggestions, and initiatives, informed by our external agency partners (i.e. Police, Fire & Rescue, County Planning and Emergency Response, etc.); all information that would be shared up and down the chain; between families, school-sites personnel, school-site administrators, Senior Administrators, the School Board, District Parents & families?”

**MF:** “Those days are gone. We ended that 5 years ago!”

[ *Sic. / NOTE: Within a year of Superintendent Rigby’s arrival. ]*

**JH:** ...asks upon MF, “So there is no such body or committee that focuses the District’s response at a system-wide level? So that the District’s SAFETY posture might work more like a single hand, versus just a collection of loose fingers?”

**MF:** “No. There is not.”

**JH:** “Thank you for acknowledging that.”

**MF:** Moving on.

- d. Locked Campuses with Single Point of Entry
  - i. CHS Exception, open campus

**JH:** Should that be reconsidered? CHS?

e. Campus Security Staff

- i. 4 Staff at CHS , 3 Staff at CMS

**JH:** “It has come to the Union’s attention that substitutes are not routinely provided when campus security are absent. Events like this may be happening on average of once a week somewhere in the District.”

**GC:** Clarifies that at CHS, admin and counselors cover up when security is absent. That this also provides face time for students and these important roles.

**JH:** Encourages consideration of a sub-pool, where a few individuals are hired and report to the DO each morning, to be directed to a given campus with the greatest sub coverage needs. JH confirms that Union would be happy to work with the District to develop such a job description for these positions aimed at trouble shooting coverage problems.

**MF:** Says she will note the above.

f. Security Cameras in Place

- i. CHS & CMS
  1. Currently evaluating additional cameras

g. Badging

- i. All District Staff have RED id BADGES
- ii. All visitors check into the office to receive a visitor badge
- iii. All Substitute teachers receive badge upon check in to the school

*[ Sic. / NOTE: Letter ii. above is certainly not accurate, in regard to at least two elementary campuses that have throughout the year, permitted any community member to enter the CANALINO and CFS campus each morning, without receiving visitor badges. Unsure about the practices at SUMMERLAND & ALISO.]*

**GM:** Notes that there are inconsistencies at CANALINO that should be considered. Parents at CANALINO also get red badges. How do we identify who is who?

**JH:** “Is it correct that the badging for visitors and even more permanent guests is different at every school site?”

**MF:** “Yes. Who gets them and how badges/ visitor passes are provided is a site prerogative.”

**JH:** Should it be? Is this a strategic result, or an absence of planning?

**JH:** Should we be using the same system across the District, so that parents, students, employees, subs, contractors, and partner/stakeholders are aware of the process as they articulate through the different school sites over the years? Could this lead to efficiencies and improved SAFETY?

**JH:** We had a process when Ms. Rigby arrived, which provided the District and its stakeholders with a much clearer and consistent method for badging and identifying who is and who isn't on our campuses and facilities. (see attached)

**MF:** “It's been this way for 5 years, we need to move past that!”

**MF:** “We are a small district. Badging takes a lot of time and it costs money we don't need to be spending. It is a consideration about what is most efficient for the schools.”

**JH:** “But it could be efficient, and was. Shouldn't we also be considering what is most effective?”

#### h. Red Shirts

- i. All support staff (ie. Cust., sec staff. Cafeteria workers wear red shirts
- ii. All elementary school instructional Aides wear safety vests when outside

#### III. CPR Training

- a. Report from District Nurse, Kristina Calamia (not present)

**RS:** Clarifies that this initiative just started today.

The District has begun to introduce the concept of CPR/FIRST AID training for District aides (starting with SPED).

- Discussion about the course, half online and half in person
- nurse will complete the physical portion (mannequins, rescue breathing, etc.)
- ALL IA's – Hopefully by the end of September, 2023
- Just rolling this out, so lots of questions to still resolve: how many people at what rate?
- Training to occur during work hours?
- Goal is to have aides trained by the start of the next school year
- Questions about credentialing and certification arise.
- Uncertain whether the course will result in formal certification.

- MF shares that everyone will receive a certificate. JH inquires upon whether that is the same as a certification card and status. MF unaware.
- Training provided and done through the American Heart Association (?)

*[sic. / NOTE: In the vein of “It’s never too late to start a good idea!”, the Union expressed its pleasure that some version, if even just a portion of what we once knew, is being brought back to the District. CAUSE reinforces its willingness to contractualize SAFETY expectation associated with CPR & FIRST AID.]*

**AC:** “Are our Security Guards CPR and FIRST AID trained?”

**MF:** “No. They are not.”

**JH:** Perhaps they should be added to the training roster?

*[ Sic. / NOTE: Letter ii. above is certainly not accurate, in regard to at least two elementary campuses that have throughout the year, permitted any community member to enter the CANALINO and CFS campus each morning, without receiving visitor badges. Unsure about the practices at SUMMERLAND & ALISO.]*

#### IV. Summer Projects

- a. Cameras for all elementary schools
- b. AB748 Compliance
  - i. Posters that identify approaches and share resources regarding pupil mental health

MF: CUSD doesn’t yet have resources. Not out yet.

- ii. (SBHIP) Santa Barbara Behavioral Health Grant for CHS mental health services

**MF:** We have over 1 million dollars out on Mental health initiatives and grants across the District (AHA, CADA, FSA, etc)

- c. Installation of safety push bars on all campus gates.

**MF:** Manufacturing delays on materials and mechanisms. Looking at this further.

**JH:** Brings up concerns that select SPED students (runners), and elementary students may be able to open the push bar doors and leave campuses. Perhaps this idea needs to be more thoroughly researched, to ensure that students may flee when needed, but not when that isn’t the intent.

**JH:** Offers Union research on these doors, and shares concepts of chipped doors that lock from the outside but open from the inside

## V. Site Reports/ Issues

### a. CHS

**GC:** SAFETY Committee meets and shares with staff at staff meetings, and it is shared with Sec. Guards

**FOODSERVICE: MH** – Review best practices that we see at other schools. Concerns about alerts we can't hear in the kitchens, and kids work in there. Work with GC to resolve. Safety pow-wow / discussions every week. Several unique considerations in a kitchen.

### b. CMS

**RC:** Quarterly meetings w/ site-safety committee (provide- 5 minute update at Staff Meetings)

### c. ALISO

**BW:** Site Safety Meetings, Staff meetings where info is shared, Leadership Meetings, where info is disseminated at Grade Level Meetings, Discussed at SPED meetings, and IA Meetings

### d. CANALINO/CFS

**TH:** Similar to ALISO: Site Safety Meetings, Staff meetings where info is shared, Leadership Meetings, where info is disseminated at Grade Level Meetings, Discussed at SPED meetings, and IA Meetings. Bright yellow vests on Aides

e. **SUMMERLAND** (No representative present)

**MF:** "What a wonderful new school !" If you haven't been by, you should.

- Will have cameras (*Not in original MEASURE U plan?*)
- Tennis court renovations (donor)
- Side-walks (*Unclear if these were in the original measure U plan?*)
- Working on Drop Off gate

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**AGENDA COMPLETE**

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**MF:** Seeks any closing remarks .....

**AC:** Do all our Aides and Security on the playgrounds carry first aid kits?

**MF:** I've ordered them for sites. But I don't know. I only know what I hear.

**JH:** Union would like to offer clear recommendations at this time.

**MF:** Directs JH to put them in writing.

**JH:** Assure MF and attendees that this has already been done, and provided to Senior Administration on several occasions. Wishes to share them with attendees to ensure that they are accurately interpreted.

**JH:** Begins recommendations...

### 1.) **AGENDAS for SAFETY Meetings shared prior to meetings**

- This would help participants arrive aware of agendized topics
- This would empower participants to arrive prepared

### 2.) **A return to a more FORWARD LEANING SAFETY POSTURE across the District:** Similar to that in place before the Superintendent divested in the SAFETY initiatives that were in place.

- **re-implementation robust, transparent, & collaborative SCHOOL-SITE & the DISTRICT SAFETY COMMITTEES:** These committees would return to monthly meetings, documenting and communicating concerns, questions, & recommendations, up and down the chain of command.

- **School Site committees** would include parent leaders, Mental Health specialists, site-administrators, counselors, faculty & support staff, Union site-representatives, and at the secondary level, student representative/s.
- **AND, DISTRICT committees** would also include External Agency Partners (*ex. Law, Fire & Rescue, Carpinteria Planning, SB County Ready, Set, Prepare, etc.*),

### 3.) **Standardized SAFETY Practices District / System-Wide:** for the sake of everyone rowing in the same direction

(A) increased understanding and familiarity for District personnel, students, and families

- (B) Anticipated cost and administrative efficiencies
- (C) Anticipated efficiencies associated w/ communications upon and training needs
- (D) Increased safety as a result of the above

**Examples:**

- **Standardized School-Site / Facility Visitor Registration Processes:** This would better ensure that we know who is on our school-sites and facilities at any time, while providing stakeholders a consistent process when coming and going from the range k-12 sites.
- **District-Wide Security Badging:** for District Personnel, Routine Visitors (i.e. *Substitute Teachers, Parent Helpers, Mentors, Contractors, etc.*) & Guest Visitors
- **Single Access Points @ School-Site / Facility:** during Instructional & After School Program Hours (Reconsider CHS's configuration)
- **District-Wide CPR & First Aid Training:** w/ annual Certification offered to all interested District employee and parent. The Union would be open to contractualized expectations related to CPR/First Aid Training
- **Monthly Inventory of School-Site EMERGENCY Communication Systems:**
  - Office/Classroom Phones, emergency call buttons (GEN 7), Bell tones, fire alarms, etc.
  - consider purchase of system/s such as *CRISIS-GO*

**4.) Contractualizing SAFETY practices and initiatives where possible**

- The intent being clarity and demonstration that safety is a priority for all District personnel.

MF: [1629 hours]: Times up. Meeting ended.