



Little Elm

Independent School District

MEMO - Administration's Recommendations

TO: LEISD Board of Trustees
FROM: Daniel Gallagher, Superintendent
CC: Superintendent's Cabinet Members
DATE: January 28, 2022

RE: Administration Recommendations in response to the November 19, 2021 Incident at Little Elm High School

| Recommendation | Person Responsible | Timeline |
|--|-------------------------------|-----------|
| LEISD will develop a Crisis Management Structure Standardized across any major event in order to have control of the situation. To include, but not limited to: <ol style="list-style-type: none">1. Phone Tree to mobilize central office staff2. Announcement to staff to follow standard response protocol in the green binder3. Procedure to link up LEISD and emergency Responders to stabilize communication and shared decisions.4. Determine location for emergency command center at each location in district and who is a member of the | Ross Roberts and Clint Miller | June 2022 |



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| <p>emergency command center</p> <ul style="list-style-type: none"> a. Who responds on-site and who reports to emergency command center b. When emergency command center is established at site of incident, who takes control of situation for district and who reports to the command center <p>5. Protocol for radio use</p> <ul style="list-style-type: none"> a. Radio silence b. Call signs (not Toni to Ross but Nurse to Deputy Superintendent) | | |
| <p>Develop Protest/Major Disturbance Protocol for Green Crisis Binder</p> | <p>Clint Miller</p> | <p>June 2022</p> |
| <p>Develop Protest Procedure for Student Code of Conduct and Student Handbook</p> | <p>Clint Miller</p> | <p>June 2022</p> |
| <p>Develop a Communication timing for credible and non-credible threats from Social Media</p> <ul style="list-style-type: none"> 1. Determine who needs to receive the outbound communication following the determination of | <p>Cecelia Jones and Ross Roberts</p> | <p>June 2022</p> |



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| <p>credible/non-credible social media postings</p> <ol style="list-style-type: none"> Level of potential threat Certainty of event Communicate until the event is over | | |
| <p>Communication for major events in which parents will wish to check students out to include the statement, or similar statement, "Parents, do not come to the campus. We will notify you where the reunification site will be."</p> | Cecelia Jones | June 2022 |
| <p>Adjust the current reunification plan for an incident in which students remain on campus. Determine where reunification will occur and how students will be transported to the reunification site.</p> | Clint Miller | June 2022 |
| <p>LEPD secure all entrance and exits to the campus</p> | Chief Harrison | As situation happens |
| <p>Purchase and implement social media monitoring - Meltwater</p> | Cecelia Jones and Ross Roberts | January 2022 |
| <p>Develop a plan for standing up counseling services, including virtual counseling services and services during a holiday or following a major incident</p> <ul style="list-style-type: none"> De-escalation of students during a major event or protest | Denise Jensen | 2022-2023 school year dates TBD |



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| <ul style="list-style-type: none"> • Services provided to students after a major event • Critical Incident Stress Debriefing provided to staff to prepare them for resuming services • Intentional rebuilding of relationships with students after a major event • Create partnerships for outside agency support (MHMR, Children Advocacy Center, etc) | | |
| <p>Beginning of the year review with leadership/campus leadership specific to major events</p> <ul style="list-style-type: none"> • Roll practice • Procedure Practice | Clint Miller | 2022-2023 school year dates TBD |
| <p>Research and implement a volunteer parent and community group</p> | Clint Miller | January 2022 |
| <p>QR Code on student IDs to take them to a student resource page</p> | Clint Miller, Brandon, and Campus Principals | September 2022 |
| <p>Education and training regarding sexual assault and sexual harassment</p> <ul style="list-style-type: none"> • Parents • Staff • Students | Title IX Coordinator | 2022-2023 school year dates TBD |
| <p>Student training regarding police interactions (face to face</p> | Clint Miller, Ross Roberts, and LEPD | 2022-2023 school year dates TBD |



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| and e-learning) | | |
| Visual reminders and reporting info (posters/electronic boards) w/QR codes | Cecelia Jones | September 2022 |
| Hiring of full-time Title IX position | Superintendent | February 2022 |
| Student crisis reporting app | Denise Jensen | September 2022 |
| Upgrade cameras on all buses <ul style="list-style-type: none">• Additional cameras• Audio | Alfred Gaches | 2022-2023 |
| Implement a web-based reporting form for sexual misconduct and bullying <ul style="list-style-type: none">• Students• Staff• Parents | Clint Miller Brandon Thompson | 2022-2023 school year dates TBD |