



**SAUGATUCK  
PUBLIC SCHOOLS**

**SAUGATUCK PUBLIC SCHOOLS  
BOARD OF EDUCATION  
COMMITTEE – SCHOOL SAFETY  
MINUTES**

*March 18, 2024*

***This meeting is a meeting of the Ad Hoc Committee – School Safety of the Board of Education held in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda.***

**PLACE OF MEETING:** Saugatuck High School  
Main Office Conference Room  
401 Elizabeth  
Saugatuck, MI 49453

**TIME OF MEETING:** 8:30 am

**1. CALL TO ORDER**

**2. ROLL CALL**

*Frank Marro III, Eric Birkholz, Amanda Frank*

*Dr. Tim Travis, Candy Crabill-Klynstra, Dr. Mark Smaller*

**3. PUBLIC COMMENTS**

*None*

**4. ADDITIONS OR CHANGES TO AGENDA**

*None*

**5. COMMUNITY REPRESENTATIVES**

**a. Introductions**

**b. Opening comments by Representatives**

*Community representatives Candy Crabill-Klynstra and Dr. Mark Smaller provided an introduction of their background and insights on school safety informed by their professional experience and expertise.*

## **6. ACTION ITEMS**

### **a. Minutes**

- i. Approve minutes from 2.20.2024 School Safety Committee meeting**

*Minutes were approved and will be posted.*

### **b. Third party, independent safety consultant selection**

- i. Discuss and select vendor**

*The committee reviewed and discussed three school safety assessment consultants (SEC, A-Cap Solutions, Navigate 360), and the committee chose to move forward with SEC, provided that the cost is confirmed. If the cost is more than the expected price, another meeting will be held to discuss and address. If the cost is confirmed at the expected price, Dr. Tim Travis will move forward with retaining SEC and beginning the assessment process.*

### **c. Upcoming meetings**

- i. Select dates for April and May**

*The committee selected April 16, 2024 at 6:30 pm, location to be confirmed, as the next meeting date. The committee opted to continue selecting meeting dates one month at a time.*

## **7. DISCUSSION**

### **a. Be Smart**

- i. Frank Marro to provide update**

*Frank Marro provided an update on the Be Smart program and will continue to follow up with the Be Smart team in Michigan to collect further information.*

### **b. Final report features**

- i. Begin discussion of general outline of final report to help guide committee progress over time**

*The committee discussed final report features. Each committee member will bring draft outlines to the next meeting to compare notes and continue the process.*

*Dr. Tim Travis will provide the committee with information regarding various law enforcement/SRO models and sample memorandums of understanding. Candy Crabill-Klynstra and Dr. Mark Smaller will provide the committee with information regarding various behavioral and mental health models used in school districts.*

**c. Data collection**

- i. Begin discussion of categories of data to be collected and process for collecting**

*The committee discussed categories of data that need to be collected. Eric Birkholz will be the point person for data collection. Committee members will continue to work on coming up with categories for data collection. The committee will continue to discuss data to be collected in more detail at the next meeting.*

**d. Committee guests**

- i. Amanda Frank to report on progress**
- ii. Discuss other categories of guests**

*Amanda Frank reported on upcoming meetings and future meetings to be scheduled with potential committee guests. The committee discussed mental health and behavioral health professionals as future committee guests. Amanda Frank will continue efforts to meet with and invite committee guests.*

**e. Stakeholder input**

- i. Discuss input to collect and process for collecting**

*Amanda Frank will work with Dr. Tim Travis to set up times for teachers to give their input to Amanda regarding their thoughts and opinions on school safety. Two relevant surveys of students and parents have already been conducted and will be reviewed and incorporated into the committee's final report.*

**f. Other information collection**

**8. SUPERINTENDENT REPORT**

**a. March MSP training**

**b. March OAISD training**

*Dr. Tim Travis provided insights from training sessions put on by MSP and the OAISD related to school safety that have been conducted in the past month.*

**9. PUBLIC COMMENTS**

*The committee heard comments from four community members regarding various topics discussed during the meeting.*

**10. UPCOMING DATES**

**11. ADJOURN**

The chair must adjourn the meeting.

*The meeting was adjourned at 10:38 am.*

Respectfully submitted,



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Amanda Frank