The Washington State School Safety Advisory Committee:  
A Proposed Revision of Mission, Organization, and Methods  

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Summary:

The original School Safety Center Advisory Committee and School Safety Center model was developed in 2001 legislative budget proviso language, providing broad guidance for a new program. As the two entities evolved and addressed the growing complexities of school safety, a revised approach to organizing and funding this effort is needed:

1. The School Safety Center shall remain under the Superintendent of Public Instruction to provide for consistent, statewide guidance and assistance to school districts, educational service districts, and community stakeholders; and,
2. The School Safety Center Advisory Committee shall exist to support the operations of the School Safety Center by providing input, reviewing program proposals, and providing a forum for discussion of school safety issues.

The Washington State School Safety Center supports student learning by assisting districts in creating and promoting emotionally and physically safe schools for staff, students, and visitors. The methods employed include, but are not limited to:

1. Provide schools with school safety guidance and assistance to support school-based prevention, preparedness, mitigation, intervention, emergency response, and post-incident recovery programs.
2. Collaborate with a cross-section of specialists to assist schools in comprehensive school safety planning.
3. Function as a clearinghouse for information to assist schools and community organizations to help them address school safety related issues.
4. Collect, interpret, and disseminate relevant school safety data and information to interested stakeholders.
5. Provide technical assistance to schools on reporting and documentation requirements for safety-related programs.
6. Proactively seek input and advice from stakeholders to promote a dialogue regarding School Safety Center functions and priorities.
7. Engage in continuous professional development relevant to, prevention and intervention and school safety.

The Washington State School Safety Center Advisory Committee advises the School Safety Center and the Superintendent of Public Instruction on issues relevant to school safety and the legislature. The Committee is comprised of stakeholders from the K-12 system, from a variety of professional disciplines, and from a variety of agencies and organizations who have an interest in promoting school safety in the K–12 public education system in Washington State.
The Committee meets regularly to consider the ongoing, routine issues that impact school safety, and also holds in-depth meetings to address more complex concerns. The Committee provides input and feedback to the Safety Center, the Superintendent, and indirectly to member organizations on matters related to school safety and the legislature.

**Proposed Structure of the School Safety Center Advisory Committee**

I. **MEMBERSHIP:** Member-ship shall be comprised of stakeholders from the K-12 system, a variety of professional disciplines, and a variety of agencies and organizations who have an interest in promoting school safety in the K–12 public education system in Washington State. Membership will be offered in writing through OSPI, with clearly defined term limits.

II. **GOVERNANCE:** As the Committee is comprised of volunteers, role expectations shall be clear defined in writing and time-limited so as to not place an undue burden on any person or organization. Committee roles shall include, at a minimum the following:

   A. One (1) Chair, appointed by the Superintendent for a term of two school years (July 1-June 30).
   B. One (1) Past Chair, or the person who previously held the position of Chair, for a term of two school years.
   C. One (1) Legislative Liaison, who coordinates Committee activities with legislators and legislative staff.

The Chair will facilitate all meetings, and will designate a substitute if s/he cannot be present at a meeting. The Past Chair’s primary responsibility is to mentor the current Chair, and provide advice on facilitation methods, agenda priority setting, and promotion of continuous improvement of processes and outcomes of the committee. The Director of the School Safety Center is the Superintendent’s representative at Committee meetings, and receives all requests for policy, regulatory, or budget proposals for the Superintendent’s consideration.

**Membership Organizations:**

1. Office of Superintendent of Public Instruction (OSPI)
2. Educational Service District Superintendents (ESD)
3. Educational Service District Prevention Center Directors
4. Washington State School Directors Association (WSSDA)
5. Washington Association of School Administrators (WASA)
6. Association of Washington School Principals (AWSP)
7. Washington State Emergency Management Division (WSEMD)
8. Washington State Department of Health (DOH)
9. Washington State Dept. of Labor and Industries (L & I)
10. Washington State Criminal Justice Training Commission (CJTC)
11. Washington State Fire Marshal’s Office (WSFMO)
12. Washington Education Association (WEA)
13. Washington State Parent-Teacher Association (PTA)
14. Washington Association of Sheriffs and Police Chiefs (WASPC)
15. Washington State Emergency Management Association (WSEMA)
16. Washington School Safety Organization (WSSO)
17. Washington Association of Fire Chiefs (WAFC)
18. Washington Fire Commissioners Association (WFCA)
19. Washington Association of Maintenance and Operations Administrators (WAMOA)
21. Public School Employees of Washington (PSE)

**Membership Stakeholders:**

1. A current K–12 public school principal
2. A current K–12 public school student
3. A current School Resource Officer or School Security Officer
4. A current Senator from the Democratic caucus
5. A current Senator from the Republican caucus
6. A current Representative from the Democratic caucus
7. A current Representative from the Republican caucus

Organizations desiring to be included in membership may submit a written request to the committee chair, and the request will be addressed through a vote of the existing membership. Final approval is based on the committee’s recommendation to the Superintendent.

**III. MEETING FREQUENCY AND LOCATION:** The committee shall meet monthly for routine business in Olympia using the K–20 teleconferencing system. The K–20 system shall be employed to provide maximum coverage throughout the state, and limit the amount of travel time required of participants.

Quarterly, full-day meetings addressing major policy issues may be held in coordination with Educational Service Districts in the different regions of the state, allowing for more in-depth discussions and the participation of local stakeholders. In general, the regional meetings will be held using the following schedule:

- September: Eastern Washington
- December: Western Washington
- March: Eastern Washington
- May: Western Washington

Meetings will be managed by School Safety Center staff, including the provision of beverages and lunch for all-day meetings for appointed members.

**MEETING MANAGEMENT:** Meetings will be organized by the Safety Center, and coordinated with the ESD’s and the K-20 teleconferencing system to ensure that schedule conflicts are addressed.
Attachment A

Legislative Budget Proviso Language from the 2003 Legislative Session Initiating the School Safety Center and the School Safety Center Advisory Committee

(a) HEALTH AND SAFETY

(i) A maximum of $89,000 of the general fund--state appropriation for fiscal year 2004 and a maximum of $89,000 of the general fund--state appropriation for fiscal year 2005 are provided for the school safety center in the office of the superintendent of public instruction subject to the following conditions and limitations.

(A) The safety center shall: Disseminate successful models of school safety plans and cooperative efforts; provide assistance to schools to establish a comprehensive safe school plan; select models of cooperative efforts that have been proven successful; act as an information dissemination and resource center when an incident occurs in a school district either in Washington or in another state; coordinate activities relating to school safety; review and approve manuals and curricula used for school safety models and training; and develop and maintain a school safety information web site.

(B) The superintendent of public instruction shall participate in a school safety center advisory committee that includes representatives of educators, classified staff, principals, superintendents, administrators, the American society for industrial security, the state criminal justice training commission, and others deemed appropriate and approved by the school safety center advisory committee. Members of the committee shall be chosen by the groups they represent. In addition, the Washington association of sheriffs and police chiefs shall appoint representatives of law enforcement to participate on the school safety center advisory committee. The advisory committee shall select a chair.

(C) The school safety center advisory committee shall develop a training program, using the best practices in school safety, for all school safety personnel.