



# SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

Department of Public Safety

Thomas Ristoff, Director

## Corrective Action Plan Template

Unit Name: Syracuse City School District

Audit Report Title: School Safety Plans

Audit Report Number: S9-18-39

### **Audit Recommendation:**

1. Adopt a District-wide safety plan by September 1 each year.

### **Implementation Plan of Action(s):**

The District Department of Public Safety will meet with the District wide Safety Team to review and update the plan a minimum of twice annually no later than the 20<sup>th</sup> day of February and no later than the 20<sup>th</sup> day of April of the current school year. The plan will be updated accordingly following the direction of the safety team. The plan will then be presented to the Board of Education during the month of May Board of Education Operations Work Session, for information and reference. The District Department of Public Safety will then coordinate with the clerk of the Board of Education to schedule a public hearing during the month of June, for the presentation of the updated plan, and subsequently post the plan to the District website and observe the 30-day public comment period.

Following the completion of the public comment period, the District Department of Public Safety will prepare a resolution for the formal adoption of the updated District wide Safety Plan at the August Board of Education regular monthly business meeting.

For sustainability purposes the above described timeline for the update, presentation, public hearing, comment period and tentative adoption, will be added to the District's internal operations calendar to ensure consistency.

**Implementation Date:**

January 1, 2020

**Person Responsible for Implementation:**

Chief Emergency Officer, Thomas Ristoff

**Audit Recommendation:**

2. Ensure, at a minimum, the safety team is comprised of all required representatives, including a teacher representative.

**Implementation Plan of Actions(s):**

The District Department of Public Safety will coordinate with all internal District departments and respective outside agencies, to include the Onondaga County Department of Emergency Management to solicit the appropriate representatives for the composition of the District wide Safety Team. The District Department of Public Safety will collaborate with the Syracuse Teacher’s Association, which is the collective bargaining association for all teachers employed by the District, to ensure that a minimum of (2) member of the association are selected to represent their perspective within the work of the safety planning team. This will ensure attendance and appropriate representation at each of the development planning meetings. The District Department of Public Safety in consultation with the Superintendent’s Office will forward a list of the desired respective District Wide Safety Team members to the Board of Education within a resolution, to be presented for formal adoption by the Board of Education at their regular Board business meeting in January of each school year.

For sustainability purposes, the tentative annual appointment of the District wide Safety Team will be added to the District internal operations calendar for each successive school year.

**Implementation Date:**

January 1, 2020

**Person Responsible for Implementation:**

Chief Emergency Officer, Thomas Ristoff

**Audit Recommendation:**

3. Ensure all minimum requirements are included in the safety plan.

**Implementation Plan of Actions(s):**

The District wide Safety Team will utilize the “District Wide Safety Plan Checklist”, (Attachment 1) as a working platform during the planning sessions and subsequent meetings. Each of the (19) required components would be assigned to the respective, appropriate, responsible department within the Syracuse City School District for input towards completion of the listed objectives. This tool will serve as a reference for compliance and documentation of existing evidence that each respective component of the mandated district wide plan has been met and documented. The completed District Wide Safety Plan Checklist document, will be reviewed for content and retained as a permanent record of the work of the District wide Safety Team, to ensure compliance with the statutory regulations made in such case and provided.

**Implementation Date:**

January 1, 2020

**Person Responsible for Implementation:**

Chief Emergency Officer, Thomas Ristoff

**Audit Recommendation:**

4. File the safety plan with SED after annual adoption by the Board, and ensure that the URL filed with SED links to the safety plan.

**Implementation Plan of Actions(s):**

The District Department of Public Safety will follow the newly established timeline, illustrated within the implementation plan of action for Audit Recommendation 1. For the timely and proper adoption of the District wide Safety Plan annually. The District Department of Public Safety will file the District wide Safety Plan after formal adoption by the Board of Education, via the New York State Education Department electronic access portal in compliance with the Commissioner’s regulations. The District Department of Public Safety will coordinate with the District Office of Communications and the Department of Shared Accountability to ensure that the URL filed with the NYSED links to the plan on the District website, for the proscribed public access.

**Implementation Date:**

January 1, 2020

**Person Responsible for Implementation:**

Chief Emergency Officer, Thomas Ristoff

**Audit Recommendation:**

5. Ensure all staff are trained annually and certify to SED if all staff completes training required by law.

**Implementation Plan of Action(s):**

The District Department of Public Safety will provide annual multi-hazard training for staff and students. The District has selected the Standard Response Protocol (SRP) as the platform to provide the mandated training consistently throughout the District. The training will be delivered through a combination of live training sessions and a recently produced electronic training video, which has been uploaded to the District Safe Schools Training video platform. The utilization of the electronic safe schools training platform for staff to view the SRP video will provide the Department of Public Safety with an accurate electronic record of the staff members viewing the training video, along with the date and time view for compliance. This platform will provide more opportunities for staff members to complete the annual training within a flexible schedule.

The District Department of Public Safety will coordinate with the District Chief of Student Support Services to facilitate appropriate training to include but not be limited to, be provided for all staff in the area of early detection of potentially violent behaviors, and mental health supports for students.

The District Department of Public Safety will coordinate with the District Director of Professional Development to facilitate available training for all staff to include but not to be limited to, in relationship to classroom and behavior management.

**Implementation Date:**

January 1, 2020

**Person Responsible for Implementation:**

Chief Emergency Officer, Thomas Ristoff

Signed:



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Thomas Ristoff

Chief Emergency Officer/Director of Public Safety

November 14, 2019

Date