

Metal Detectors Implementation Committee

Meeting Notes

Date: January 7, 2025

Time: 4:00 PM

Location: Virtual

Attendance

Travis Marshall, Nick Caputo, Christian DePaul, Timothy Beatty, Dani Rule, Michele Goff, Nora Herndon, Austin Journey, and Shevon Weston.

Meeting Goal

The focus of this meeting was to build a comprehensive communication strategy and staff training plan to support a transparent implementation, while finalizing operational recommendations based on previous committee input.

Finalized Operational Recommendations

Mr. Caputo presented the formal recommendations for student arrival and the screening process:

Arrival Logistics:

- **Student Drivers/Car Riders:** Will enter through designated doors upon arrival. If arrival coincides with bus drop-offs, they will merge into the established line.
- **Bus Riders:** To manage traffic congestion, students may be required to wait briefly on their buses before disembarking. Factors affecting this include weather, staffing levels, and current student volume at entry points.

The Walk-Through Process:

- **Laptops:** Students must remove computers from bags and place them on "gravity conveyors" (tables) before passing through the detector.
- **Backpacks:** To minimize false triggers, students will be instructed to alternate the orientation of 3-ring binders within their backpacks.
- **Athletic Gear:** Large items such as baseball bats and cleats should be left at school or stored in designated areas rather than brought through the daily screening.

Communication Strategy

The committee discussed the necessity of a multi-tiered approach to ensure transparency and maintain a welcoming school climate:

- **Target Audiences:** Specific messaging for parents, students, and faculty.
- **Formats:** Parent letters, FAQ documents, student-facing videos, and school assemblies.
- **Key Themes:** Emphasizing safety, dignity, and transparency.
- **Guiding Principles:** Providing clear visuals of the process to families so they know exactly what to expect without being overwhelmed by technical details.

Staff Training & Special Considerations

- **Scope:** Training will be provided to administrators, SROs, security personnel, front office staff, and teachers.
- **Hands-on Practice:** Staff will participate in detector troubleshooting and practice sessions.
- Specific protocols are being developed for:
 - Students with wheelchairs or medical equipment.
 - Students with special needs who may be sensitive to beeping noises or changes in routine/scheduling.

Updated Dates & Timeline

- **January 14, 2026:** Committee Walk-through at E.C. Glass.
- **January 15, 2026:** Hands-on training for E.C. Glass and Heritage staff.
- **January 26, 2026:** Deadline for staff to complete online training.
- **January 29, 2026:** On-site training and final review at E.C. Glass.
- **February 2, 2026:** Day 1 of implementation.

Next Steps: The committee will meet on-site at E.C. Glass on January 14 to visualize the flow and equipment placement discussed in today's session.