

**ORANGE COUNTY SCHOOLS SAFETY TASK FORCE  
AGENDA**

Schools Safety Task Force  
February 23, 2023  
Meeting – 5:30 p.m.  
Donna S. Baker Meeting Room  
Whitted Building  
300 West Tryon Street  
Hillsborough, NC 27278

- |               |    |  |
|---------------|----|--|
| (5:30 – 5:40) | 1. | Welcome and Introductions – Co-Chair Jean Hamilton   |
| (5:40 – 5:50) | 2. | Review of the Task Force Charge and Timeline ( <i>See Attachment</i> )   |
| (5:50 – 6:00) | 3. | Review of Responsibilities of the Facilitator and Co-Chairs ( <i>See Attachment</i> )                                      |
| (6:00 – 6:10) | 4. | Review of Discussion Guidelines for Schools Safety Task Force Meetings ( <i>See Attachment</i> )                           |
| (6:10 – 6:25) | 5. | Discussion on Framework for Task Force Decision-making Process   |
| (6:25 – 6:35) | 6. | Establishment of Task Force Meeting Schedule with Specific Dates   |
| (6:35 – 6:55) | 7. | Discussion on Potential Topics, Speakers, and Background for Upcoming Task Force Meetings Leading to Potential End Product |
| (6:55 – 7:00) | 8. | Meeting Evaluation   |
- Adjourn

Note: The Schools Safety Task Force will consider establishing a meeting schedule at its February 23, 2023 meeting.

## ORANGE COUNTY SCHOOLS SAFETY TASK FORCE CHARGE, COMPOSITION, and TIMELINE

### Task Force Charge:

1. Discuss ways in which the Orange County government, schools, law enforcement, and community can enhance the safety of the school environment to protect from external threats and promote the education of Orange County K-12 public school students;
2. Recommend to the Board of County Commissioners new or amended policies, ordinances, and/or practices that will address those external threats and provide a safer school environment for our students.

### Task Force Composition:

Position #	Representation	Appointment	Email/Phone
1	Resident – Chapel Hill Carrboro City School District	Ari Schein	<a href="mailto:Ari.schein@gmail.com">Ari.schein@gmail.com</a>  407-408-6913
2	Resident – Chapel Hill Carrboro City School District	Cassie Rice	<a href="mailto:cassiecrice@gmail.com">cassiecrice@gmail.com</a>  919-604-1027
3	Resident – Orange County School District	Kate O'Boyle	<a href="mailto:kto160@comcast.net">kto160@comcast.net</a>  860-460-0144
4	Resident – Orange County School District	Richard Bradford	<a href="mailto:rb16565@icloud.com">rb16565@icloud.com</a>  919-428-3822
5	Orange County Schools Student	Evelyn Estrada Hernandez	<a href="mailto:evelyn.estradahs17@orange.k12.nc.us">evelyn.estradahs17@orange.k12.nc.us</a>  NO PHONE NUMBER
6	Orange County Schools Student	Evan Sredzienski	<a href="mailto:evan.sredziensks12@orange.k12.nc.us">evan.sredziensks12@orange.k12.nc.us</a>  NO PHONE NUMBER
7	Chapel Hill Carrboro City Schools Student	Pending	

8	Chapel Hill Carrboro City Schools Student	Pending	
9	Board of Commissioners Representative	Jean Hamilton	<a href="mailto:jhamilton@orangecountync.gov">jhamilton@orangecountync.gov</a> 919-360-0428
10	Board of Commissioners Representative	Earl McKee	<a href="mailto:emckee@orangecountync.gov">emckee@orangecountync.gov</a> 919-812-3248
11	Board of Education Representative – CHCCS	Rani Dasi	<a href="mailto:rdasi@chccs.k12.nc.us">rdasi@chccs.k12.nc.us</a> 919-869-7055
12	Superintendent or Designee - CHCCS	Nyah Hamlett	<a href="mailto:nyahhamlett@chccs.k12.nc.us">nyahhamlett@chccs.k12.nc.us</a> 919-967-8211 x28226
13	Board of Education Representative – OCS	Andre Richmond	<a href="mailto:andre.richmond.boe@orange.k12.nc.us">andre.richmond.boe@orange.k12.nc.us</a> 919-245-4030 ext. 25040
14	Superintendent or Designee - OCS	Monique Felder	<a href="mailto:monique.felder@orange.k12.nc.us">monique.felder@orange.k12.nc.us</a> 919-732-8126 x10001  <a href="mailto:patrick.abele@orange.k12.nc.us">patrick.abele@orange.k12.nc.us</a> (alt) 919-732-8126  <a href="mailto:andrew.poole@orange.k12.nc.us">andrew.poole@orange.k12.nc.us</a> (alt) 919-732-4581
15	Sheriff or Designee	Tina Sykes	<a href="mailto:TRimmer@orangecountync.gov">TRimmer@orangecountync.gov</a> 919-245-2921
16	Carrboro Police Chief or Designee		
17	Chapel Hill Police Chief or Designee	Paul Bell	<a href="mailto:pbell@townofchapelhill.org">pbell@townofchapelhill.org</a> 919-968-2760
18	Hillsborough Police Chief or Designee	Andy Simmons	<a href="mailto:andy.simmons@hillsboroughnc.gov">andy.simmons@hillsboroughnc.gov</a> 919-624-9522

**Task Force Timeline:**

The Task Force will conduct its meetings between January and June of 2023, holding a minimum of six (6) meetings during that timeframe.

**SCHOOLS SAFETY TASK FORCE**  
**RESPONSIBILITIES OF THE FACILITATOR AND CO-CHAIRS**

**Responsibilities of the Facilitator**

- 1) Lead/assist the Task Force in developing Ground Rules for discussions.
- 2) Lead/assist the Task Force in establishing parameters/thresholds for decision-making, i.e. consensus, a simple majority, a supermajority, etc.
- 3) Upon recognition by the designated Co-Chair, lead the Task Force through discussion of all items on all meeting agendas, except the call to order, approval of minutes/meeting summaries and adjournment.
- 4) Develop draft minutes/meeting summaries for all Task Force meetings, review those draft documents with Co-Chairs and staff prior to distribution to Task Force members.
- 5) In an orderly fashion, recognize Task Force members wishing to speak on an agenda item or motion that is being considered.
- 6) Guide discussions and reference Ground Rules where appropriate to assist the Task Force and individual Task Force members.
- 7) Assist Task Force members with identifying common interests, areas of uncertainty, items for further discussion, etc.
- 8) Remind, when appropriate, the Task Force of the BOCC's charge and deadline, and encourage members to work together collaboratively.
- 9) In collaboration with the Co-Chairs, jointly agree to and schedule special meetings in circumstances where the Task Force's normal meeting schedule does not allow a majority of the Task Force members to schedule the special meeting.
- 10) In collaboration with the Co-Chairs, determine the format and location for any special meetings.
- 11) Draft final report/recommendations/etc., distribute for review and suggestions from all Task Force members, and collaborate with Co-Chairs to finalize the materials.
- 12) Join with the Co-Chairs to present the Task Force's final reports/recommendations/etc. to the Board of Commissioners.
- 13) In the absence of both Co-Chairs, assume the duties of the Co-Chairs, except as it relates to voting on any matters before the Task Force.

**Responsibilities of the Co-Chairs**

- 1) Collaborate with the Facilitator and County staff to develop and finalize the agendas for each Task Force meeting.
- 2) On an alternating, meeting-by-meeting basis, the Co-Chairs shall call each meeting to order, and adjourn each meeting, except in cases where the designated Co-Chair is absent, arrives late to, or leaves early from, a Task Force meeting.
- 3) Ensure that draft minutes/meeting summaries are developed for all Task Force meetings, review those draft documents prior to distribution to Task Force members, and ensure review and approval by the Task Force.
- 4) Following the Call to Order and approval of any minutes/meeting summaries, recognize the Facilitator to lead the Task Force through discussion portions of all agenda items.
- 5) In conjunction with the Facilitator, lead the Task Force in achieving consensus on discussion topics/issues. Otherwise, the designated Co-Chair at their discretion could request a motion and a second on a potential Task Force decision/action. Following the motion and second, the designated Co-Chair should recognize the Facilitator to guide any discussion on the motion. Upon completion of discussion, the designated Co-Chair should restate the motion and call for a vote by Task Force members. Following the vote, the designated Co-Chair should announce the approval or disapproval of the motion based on the decision-making parameters/thresholds previously established by the Task Force.
- 6) Remind, when appropriate, the Task Force of the BOCC's charge and deadline, and encourage members to work together collaboratively.
- 7) In collaboration with the Facilitator, jointly agree to and schedule special meetings in circumstances where the Task Force's normal meeting schedule does not allow a majority of the Task Force members to schedule the special meeting.
- 8) In collaboration with the Facilitator, determine the format and location for any special meetings.
- 9) Collaborate with the Facilitator to finalize the Task Force's final reports/recommendations/etc. to the Board of Commissioners.
- 10) Join with the Facilitator to present the Task Force's final reports/recommendations/etc. to the Board of Commissioners.
- 11) Serve as the Spokespersons for the Task Force.
- 12) In the absence of the Facilitator, the designated Co-Chair will assume the duties of the Facilitator.

## **DISCUSSION GUIDELINES FOR SCHOOLS SAFETY TASK FORCE MEETINGS**

**(Attribution to Roger Schwarz)**

- **TEST ASSUMPTIONS AND INFERENCES.** By verifying assumptions or inferences, members can make informed decisions and nurture understanding.
- **SHARE ALL RELEVANT INFORMATION.** This ensures that the group has a common base of information upon which to solve problems and achieve general commitment.
- **USE SPECIFIC EXAMPLES AND AGREE ON WHAT IMPORTANT WORDS MEAN.** This guideline generates observable data – people, places, things or events - that allows group members to determine independently whether the examples are valid and to agree on the meaning of words.
- **EXPLAIN REASONING AND INTENT.** Members explain what leads them to make a comment, ask a question, or take an action so that listeners can respond, and both speakers and listeners can learn from each other.
- **FOCUS ON INTERESTS, NOT POSITIONS.** Interests – needs, desires, and concerns - are criteria that may need to be met in order to solve a problem in a way that others can support.
- **COMBINE ADVOCACY AND CURIOSITY.** In curious inquiry, a question, often open-ended, is asked with the intent on learning, rather than conveying a point of view.
- **JOINTLY DESIGN NEXT STEPS AND WAYS TO TEST DISAGREEMENTS.** Joint design takes into account the members' interests, relevant information, reasoning, and intent. Testing disagreements is seeing if there is a disagreement, and if so, discussing possible joint resolutions.
- **DISCUSS UNDISCUSSABLE ISSUES.** Applying these ground rules, difficult issues, which are relevant but are perceived to possibly have negative consequences if raised, can be addressed.
- **USE DECISION-MAKING THAT GENERATES THE LEVEL OF COMMITMENT NEEDED.** The more members are able to make an informed choice, the more they are likely to be internally committed to a decision.
- **APPRECIATE AND TREAT ONE ANOTHER WITH RESPECT AND COMPASSION**