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**FACILITIES/SAFETY COMMITTEE MEETING
DECEMBER 4, 2007
4:00 PM**

In Attendance: Marc Fogal, Joe Franklin, Josh Norman, Ken Memken, and Matt Wilkinson. Resource: Darrell Becker

The committee reviewed security enhancements and technology that Matt summarized from the Oct. 30th meeting. Security enhancements and technology information was presented in the Facilities/Safety Committee report to the BOE at the November 19 meeting.

Darrell Becker, from Jost-Becker-Jost Architects presented a preliminary map showing the suggested placement of security cameras at Broadmoor/Dirksen. The committee reviewed the map and made suggestions for additional cameras in problem areas.

Mr. Becker also presented the preliminary map for Wilson School showing camera placement on that campus. After reviewing the initial plan, the committee suggested adding additional cameras in the four (4) stair towers.

Matt handed out copies of the proposed Memorandum of Understanding regarding surveillance and its effect on employees. The committee reviewed and discussed the MOU.

The committee acknowledged that the Discipline Handbook will need to be revised to include new language regarding student discipline and how the video surveillance will be used. The District will also need to formulate a plan to inform parents that video surveillance will be used at their child's school.

RECOMMENDATIONS:

#1 After reviewing the plans, the committee came to a consensus on the Broadmoor/Dirksen and Wilson School plans for placement of video security cameras.

#2 The committee agreed to forward the Memo of Understanding regarding surveillance to the Communication Committee for approval at their December 13th meeting.

#3 The committee will send the video surveillance information to the Discipline Committee. That committee will need to create protocols/procedures for the use of video surveillance when investigating student incidents. They will also need the information to revise the discipline handbook.

The meeting adjourned at 4:45 PM.

Security Enhancements & Technology:

◆ **Five Areas:**

1. ***Doors*** (*Entry/Access: Main, Student, & Perimeter*)
2. ***Office*** (*Access/Full Glass Vision-Vestibule/Surveillance Recording*)
3. ***Drop-Off & Pick-up Sites*** (*Car, Bus, & Walker Building Access Points*)
4. ***Parking*** (*Staff & Visitor Parking: Access, Signage, & Lighting*)
5. ***Video Surveillance*** (*Entry/Exit Areas, Playgrounds, Parking Lots, & Common Areas (Gym/Cafeteria)*)

- ◆ Wilson School is the model for security enhancements with the exception of video surveillance.
- ◆ November/December: Conduct study to develop specifications for Broadmoor/Dirksen-alternate for Wilson video surveillance (prototype for remaining schools).
- ◆ Facilities/Safety Committee will review security study in December.
- ◆ Bid Broadmoor/Dirksen Renovation Project in December.
- ◆ Award Broadmoor/Dirksen Renovation Project in January.
- ◆ Complete Security Enhancements & Technology over next three-five summers

MEMORANDUM OF UNDERSTANDING: SURVEILLANCE

Surveillance

The purpose of surveillance equipment is to secure the buildings. The purpose of surveillance equipment is not to evaluate the performance of employees or to monitor their behavior or conduct.

Surveillance shall only occur in common areas including, among others, hallways, parking lots, grounds, cafeterias, and gymnasiums. Surveillance equipment will not be utilized to observe employee performance or otherwise be accessed as documentation in the employee evaluation process.

Data from the surveillance equipment may be reviewed by the District's personnel in connection with investigations of suspected criminal conduct or security violations or incidents. Access to data involving District personnel will be limited to appropriate administrative personnel and police liaison officers. Such review will take place in the office of one of the parties listed above. If the review of data inadvertently reveals alleged incidents of employee misconduct, the following process will be followed:

- (a) The Employee and the Association will be notified if the District intends to investigate the alleged employee misconduct incident. Such notification shall be in writing.
- (b) The Association representative or the Employee's representative may review the data depicting the alleged employee misconduct.
- (c) The employee has the right to be represented in all investigatory meetings regarding alleged misconduct unless the employee declines representation. For further information see Article III: Employee Rights and Responsibilities, Section B of this Agreement.
- (d) Any Discipline that may be imposed against the employee as a result of the misconduct investigation shall be in accordance with the applicable provisions in this Agreement.

Data from surveillance equipment may be stored for up to thirty (30) calendar days unless there is cause to believe that such data would document a criminal or security incident.

At the time surveillance equipment is activated in each school building, all employees at that school shall be informed in writing, of the use of the surveillance equipment. All new employees will be notified in writing, of the use of the surveillance equipment as part of the new employee orientation.

PEKIN PUBLIC SCHOOLS
DISTRICT 108

EDUCATION ASSOCIATION OF PEKIN
IEA/NEA

By:

By:

Title:

Title:

Date:

Date: