

**Arkansas School Safety Commission  
State Capitol, Room 151  
September 27, 2022**

**Present**

Dr. Cheryl May, Chair  
Mr. Marvin Burton  
Mr. Tim Cain  
Chief Chris Chapmond  
Dr. Laura Dunn

Ms. Crystal Green-Braswell  
Sheriff Tim Helder  
Chief Bill Hollenbeck  
General Leslie Rutledge  
Ms. Courtney Salas-Ford

**via ZOOM**

Ms. Patricia Gann  
Mr. A.J. Gary  
Ms. Linda Graham  
Dr. Mike Hernandez  
Dr. David Hopkins  
Ms. Lori Poston  
Ms. Paula Stone

**Absent:** John Allison, Mr. Joe Duboise, Ricky Hopkins, Tom Jenkins, Mr. Bill Temple,  
Ms. Donna Wilchie

Dr. Cheryl May, Chair, called the meeting of the Arkansas School Safety Commission (Commission) to order at 1:04 PM, reminding that this is the last official Commission meeting and thanking Commission members.

Next, a motion to approve the Minutes of September 21, 2022 was made by Marvin Burton, seconded by General Leslie Rutledge.

New recommendations continued to be reviewed by the Commission.

**Physical Securities**

Presented by Mr. Tim Cain, Chair

**Recommendation 18**

District campuses should have corresponding numbers on classroom, interior, and exterior surfaces (wall, door, or window) easily identifiable to first responders to reference position of students and/or intruders.

Justification

When emergencies occur, the rapid response of emergency workers and first responders to the incident is critical. Many schools have dozens of doors providing entrances and exits to their buildings. During an emergency it may be necessary for responders to gain access through a door or window closest to the emergency scene. Numbering external doors and windows can be extremely valuable to emergency responders and will also assist the students and staff in acclimating themselves in case of an emergency. Door and window numbers should follow the international fire code for building identification, per the Federal Emergency Management Agency (FEMA) standard.

A motion was made by Mr. Tim Cain, seconded by Ms. Linda Graham to adopt Physical Securities Recommendation 18.

After Commission roll call and 17 votes, Recommendation 18 of the Physical Securities subcommittee was unanimously adopted by the Commission.

**Roll Call – Physical Securities: Recommendation 18**

Dr. Cheryl May	Yes
Mr. Marvin Burton	Yes
Mr. Tim Cain	Yes
Chief Chris Chapmond	Yes
Dr. Laura Dunn	Yes
Ms. Patricia Gann	Yes
Mr. A.J. Gary	Yes
Ms. Linda Graham	Yes
Ms. Crystal Green-Braswell	Yes
Sheriff Tim Helder	Yes
Dr. Mike Hernandez	Yes
Chief Bill Hollenbeck	Yes
Dr. David Hopkins	Yes
Ms. Lori Poston	Yes
General Leslie Rutledge	Yes
Ms. Courtney Salas-Ford	Yes
Ms. Paula Stone	Yes

**Intelligence and Communications**

Presented by Dr. Cheryl May, Commission Chair

**Recommendation 2 (Cybersecurity)**

School districts should implement best practices in cybersecurity preparedness.

Justification

The Commission had previously discussed whether backing up their data was a requirement for school districts. While that issue is not clarified, a decision was made that even if school districts are required to back up their data, from a best practice perspective, it is important to include backing up data as a recommendation, particularly off-site.

Additionally, oftentimes when one backs up data, whether daily, weekly, or monthly there is a tendency to overwrite the previously backed up data. Unfortunately, malware could be in the system of which the user is unaware. Subsequently, constant overrides can save the virus in the system. Therefore, it is recommended to back up data at varying time intervals; moreover, continue to update information but back it up at different intervals to allow for uninfected data should malware reside in the data.

A motion was made by Dr. Cheryl May, seconded by Ms. Crystal Greene-Braswell to adopt Recommendation 2 (Cybersecurity).

After Commission rollcall and 17 votes, Recommendation 2 (Cybersecurity) under Intelligence and Communications was unanimously adopted by the Commission.

**Roll Call – Intelligence and Communications: Recommendation 2 (Cybersecurity)**

Dr. Cheryl May	Yes
Mr. Marvin Burton	Yes
Mr. Tim Cain	Yes
Chief Chris Chapmond	Yes
Dr. Laura Dunn	Yes
Ms. Patricia Gann	Yes
Mr. A.J. Gary	Yes
Ms. Linda Graham	Yes
Ms. Crystal Green-Braswell	Yes
Sheriff Tim Helder	Yes
Dr. Mike Hernandez	Yes
Chief Bill Hollenbeck	Yes
Dr. David Hopkins	Yes
Ms. Lori Poston	Yes
General Leslie Rutledge	Yes
Ms. Courtney Salas-Ford	Yes
Ms. Paula Stone	Yes

**Recommendation 3 (Cybersecurity)**

School districts should implement third party risk management best practices to mitigate cyber threats.

Justification

Systems can be protected internally; however, access is allowed for vendors or third party entities who provide a product or service to access data. There've been a number of incidents; the largest incident involving Target where a heat and air vendor accessed Target's network and as the vendor was hacked, the hacker was able to access Target's data. Most recently, in January, New York City Public Schools used a vendor for at-risk student data. The vendor was breached, which jeopardized the persona information of 820,000 current and former students. Subsequently, it is important to inquire of vendors to advise how the vendor is managing their cybersecurity, sharing of personal information, etc. to mitigate these risks. A 2022 annual report indicated 55% of K-12 data breaches are vendor related, which include third-party contracts with surveillance cameras and open source software applications used by schools. The Cybersecurity and Infrastructure Security Agency (CISA) offers good guidance and products, which include the aforementioned.

A motion was made by Dr. Cheryl May, seconded by Chief Bill Hollenbeck to adopt Intelligence and Communications Recommendation 3 (Cybersecurity).

After Commission rollcall and 17 votes, Recommendation 3 (Cybersecurity) was unanimously adopted by the Commission.

### **Roll Call – Intelligence and Communications: Recommendation 3 (Cybersecurity)**

Dr. Cheryl May	Yes
Mr. Marvin Burton	Yes
Mr. Tim Cain	Yes
Chief Chris Chapmond	Yes
Dr. Laura Dunn	Yes
Ms. Patricia Gann	Yes
Mr. A.J. Gary	Yes
Ms. Linda Graham	Yes
Ms. Crystal Green-Braswell	Yes
Sheriff Tim Helder	Yes
Dr. Mike Hernandez	Yes
Chief Bill Hollenbeck	Yes
Dr. David Hopkins	Yes
Ms. Lori Poston	Yes
General Leslie Rutledge	Yes
Ms. Courtney Salas-Ford	Yes
Ms. Paula Stone	Yes

### **Recommendation 4 (Cybersecurity)**

School districts should ensure that particularly IT staff and leadership remain up-to-date in cybersecurity best practices.

#### Justification

As hackers are constantly changing their tactics, strategies, and kind of tools they use, it is very important for all concerned in an organization to have continuing education needed to remain knowledgeable about cyber threats and potential cyber attacks. Additionally, it is critically important to know how to respond and appropriately recover. Making this more challenging is that there are approximately 500,000 cybersecurity positions in the United States alone that are open. While there are great resources in Arkansas that have cybersecurity education programs, e.g., UA Pulaski Tech, and UA Little Rock to name two, the number of unfilled positions, no matter the education of graduates, will still take a long time. Therefore, it is not only important for individuals currently in cyber positions that have the correct education to be able to become up-to-date on cybersecurity practices and enhance their knowledge and skills. Equally important, as some individuals that do not have the cybersecurity education who are in cybersecurity positions, oftentimes librarians are the persons placed in the position of control of IP systems, the reasoning is that librarians have dealt with data the longest period of time, therefore, it is assumed they must be knowledgeable. Albeit, librarians are not cybersecurity experts, librarians need to be trained on the basics. Consequently, for those two reasons (being up to date, as well as trying to get those who are currently in positions who do not have a cybersecurity education needing to be up to speed on their knowledge and skills), it is important for IT staff and to know from good leadership standpoint, what is expected and understand third-party risk management.

Regarding free resources, all the courses at the National Cybersecurity Preparedness Consortium (NCPCC) are free and can be found at [www.nationalcpc.org](http://www.nationalcpc.org). Also in appendix G of the final report, all available classes will be listed. The Criminal Justice Institute, one of the founding members of NCPCC, is working to develop certified NCPCC instructors in Arkansas to do

some of the in-person classes. In addition, NCPC is working to increase the number of these in-person courses, which can also be virtually delivered.

CISA also provides free training resources, primarily focused on cybersecurity incident response, located at <https://www.cisa.gov/incident-response-training>, as well as, cyber range training events and a series of one-hour webinars focusing on the cybersecurity topics, such as ransomware, indicators of compromise, log management, web and email server attacks and creating a network map.

A motion was made by Dr. Cheryl May, seconded by Mr. Tim Cain to adopt Intelligence and Communications Recommendation 4 (Cybersecurity).

After Commission rollcall and 17 votes, Recommendation 4 (Cybersecurity) was unanimously adopted by the Commission.

**Roll Call – Intelligence and Communications: Recommendation 4 (Cybersecurity)**

Dr. Cheryl May	Yes
Mr. Marvin Burton	Yes
Mr. Tim Cain	Yes
Chief Chris Chapmond	Yes
Dr. Laura Dunn	Yes
Ms. Patricia Gann	Yes
Mr. A.J. Gary	Yes
Ms. Linda Graham	Yes
Ms. Crystal Green-Braswell	Yes
Sheriff Tim Helder	Yes
Dr. Mike Hernandez	Yes
Chief Bill Hollenbeck	Yes
Dr. David Hopkins	Yes
Ms. Lori Poston	Yes
General Leslie Rutledge	Yes
Ms. Courtney Salas-Ford	Yes
Ms. Paula Stone	Yes

## **Mental Health and Prevention**

Presented by Ms. Lori Poston

### **Recommendation 9**

Districts should have access to a dashboard or similar system that would facilitate student data analysis for identifying at-risk behaviors allowing for early intervention that could provide additional academic, social, or emotional support.

#### Justification

Having timely access to relevant student data supports school personnel in identifying potential at-risk behaviors in students. Schools that have a standardized process for gathering and analyzing student data are much more likely to appropriately identify needs and link students to appropriate supports. Not only can this data identify potential needs, it can also inform behavior planning and monitor student success. Supporting data to consider, includes, but is not limited to attendance issues, behavioral referrals, loss of class credit, failing grades, poor reading skills, or other indicators of impaired functioning or concerning behavior. School personnel should continue to receive appropriate training and resources to be able to identify and provide needed support for student mental and behavioral health needs.

A motion was made by Ms. Lori Poston, seconded by Sheriff Helder to adopt Mental Health and Prevention Recommendation 9.

After Commission rollcall and 17 votes, Recommendation 9 was unanimously adopted by the Commission.

#### **Roll Call – Mental Health & Prevention: Recommendation 9**

Dr. Cheryl May	Yes
Mr. Marvin Burton	Yes
Mr. Tim Cain	Yes
Chief Chris Chapmond	Yes
Dr. Laura Dunn	Yes
Ms. Patricia Gann	Yes
Mr. A.J. Gary	Yes
Ms. Linda Graham	Yes
Ms. Crystal Green-Braswell	Yes
Sheriff Tim Helder	Yes
Dr. Mike Hernandez	Yes
Chief Bill Hollenbeck	Yes
Dr. David Hopkins	Yes
Ms. Lori Poston	Yes
General Leslie Rutledge	Yes
Ms. Courtney Salas-Ford	Yes
Ms. Paula Stone	Yes

### **Recommendation – School District Annual Status Report**

School districts should be required to include the implementation status of the Arkansas School Safety Commission's recommendations in their annual report to the public.

#### Justification

Sheriff Tim Helder, having served on the 2018 Arkansas School Safety Commission with a few members of the 2022 Arkansas School Safety Commission, expressed concern for the need of more involvement with the public, school boards, etc. to ensure the recommendations of the Arkansas School Safety Commissions and message of school safety are delivered.

The recommendations of the 2022 School Safety Commission are developed as best practices. Many recommendations may never become requirements through legislation or rule but remain essential consideration for school districts. Including the implementation of the status of school safety recommendations in a school district's annual report to the public will promote an on-going culture of school safety among stakeholders and the community. Based on the survey from the 2018 recommendations, there has not been full implementation due to a myriad of reasons, e.g., lack of funding, feasibility, and sometimes lack of support at the local district level. Another barrier to implementation may be complacency over time. Districts are already required to provide an annual report to the public that includes several items, such as academic goals and proposals to correct deficiencies. A district should include an annual update on progress towards school safety recommendations or the reason for lack of progress. This information would inform State and local leadership of needs and promote assistance to districts in correcting deficiencies in those identified areas.

A motion was made by Sheriff Tim Helder to adopt Recommendation – School District Annual Status Report, seconded by Dr. Cheryl May. The motion unanimously passed.

After Commission rollcall and 17 votes, Recommendation – School District Annual Status Report was unanimously adopted by the Commission.

### **Roll Call – Recommendation – School District Annual Status Report**

Dr. Cheryl May	Yes
Mr. Marvin Burton	Yes
Mr. Tim Cain	Yes
Chief Chris Chapmond	Yes
Dr. Laura Dunn	Yes
Ms. Patricia Gann	Yes
Mr. A.J. Gary	Yes
Ms. Linda Graham	Yes
Ms. Crystal Green-Braswell	Yes
Sheriff Tim Helder	Yes
Dr. Mike Hernandez	Yes
Chief Bill Hollenbeck	Yes
Dr. David Hopkins	Yes
Ms. Lori Poston	Yes
General Leslie Rutledge	Yes
Ms. Courtney Salas-Ford	Yes
Ms. Paula Stone	Yes

### **Recommendation – Award/Recognition System**

Presented by Sheriff Helder

DESE’s Safe Schools Committee investigate the feasibility of developing a school safety award/recognition system or program for school districts that incentives the implementation of the Arkansas School Safety Commission recommendations.

#### **Justification**

To further incentivize school districts to implement the recommendations of the Arkansas School Safety Commission.

The Division of Elementary and Secondary Education, in collaboration with the Arkansas Center for School Safety, Arkansas Association of School Administrators, and other key stakeholders should develop a school safety award/recognition system or program for school districts that incentivizes the implementation of the Arkansas School Safety Commission recommendations.

As the Commission adopted the Recommendation – School District Annual Status Report, the Recommendation – Award/Recognition System will be an opportunity for schools, to build upon, with awards like the Blue Ribbon Award upon which the school district can brag of having risen to “this” level.

A motion was made by Sheriff Tim Helder to adopt Recommendation – Award/Recognition System, seconded by Chief Bill Hollenbeck. The motion unanimously passed.

After Commission rollcall and 17 votes, Recommendation – Award/Recognition System was unanimously adopted by the Commission.

**Roll Call – Recommendation – Recommendation – Award/Recognition System**

Dr. Cheryl May	Yes
Mr. Marvin Burton	Yes
Mr. Tim Cain	Yes
Chief Chris Chapmond	Yes
Dr. Laura Dunn	Yes
Ms. Patricia Gann	Yes
Mr. A.J. Gary	Yes
Ms. Linda Graham	Yes
Ms. Crystal Green-Braswell	Yes
Sheriff Tim Helder	Yes
Dr. Mike Hernandez	Yes
Chief Bill Hollenbeck	Yes
Dr. David Hopkins	Yes
Ms. Lori Poston	Yes
General Leslie Rutledge	Yes
Ms. Courtney Salas-Ford	Yes
Ms. Paula Stone	Yes

Dr. May commented that the 2018 Arkansas School Safety Commission worked nine months on school safety recommendations, working very hard and accomplishing a lot. The 2022 Arkansas School Safety Commission has worked four months, some 2022 Commission members also members of the 2018 Commission. The accomplishments in four months of the 2022 Commission are incredible with the sole driving force of making schools safer for Arkansas students; for this, Dr. May thanked the Commission.

In appreciation of her work for the Commission, Dr. May presented Angela Scaife with a beautiful token of appreciation.

Led by Dr. Laura Dunn, the Commission thanked Dr. May for doing an amazing and inspiring job, “seconded” by Ms. Linda Graham, the full Commission in agreement.

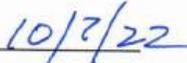
General Leslie Rutledge, on behalf of the State, thanked all the Commission members for their leadership, time, and effort put into the weekly Commission and subcommittee meetings, which she stated is a testament to this group that the Governor Hutchinson has assembled to put these recommendations forth and to keep Arkansas children safe. General Rutledge went on to say that she visited Beebe Public Schools, and it was remarkable to see a school that had already implemented some of the safety measures.

Dr. May adjourned the Arkansas School Safety Commission at 1:54 PM.

October 5, 2022

A motion to approve the Minutes of September 27, 2022 was made by Ms. Lori Poston, seconded by Mr. A.J. Gary. The motion unanimously passed.

  
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Dr. Cheryl May, Chair

  
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Date