



Educator Safety Task Force (ESTF)
Incident Response Models Subcommittee
February 4, 2025
Remote, Via Zoom

Meeting Minutes

Members Present	Amy Minglas, Beth Horowitz, Brad Stiles, Chad Haynes, Ian Hecker, Jamie Montoya-De Smidt, Jason Talley, Jim Plott, Jorie Reid-Dodick, Laura Carno, Mark Mithuen, Marsia Ronyak, Paul Skattum, Richard Peebles, Susan Rayburn and Rob Chavez
State Task Force Lead	Chris Harms, Director, Office of School Safety
Facilitators	Berrick Abramson and Carrie Steele, Confluence PSG

Meeting Agenda, Purpose & Outcomes

Welcome & Introductions	Confluence PSG President, Berrick Abramson and the Director of the Office of School Safety, Chris Harms gave welcoming remarks.
Agenda & Overview of Meeting by Confluence PSG	<p><u>Agenda</u></p> <p>Welcome & Meeting Overview</p> <p>Group Discussion</p> <ul style="list-style-type: none"> • Elements of an Incident Response Handbook <p>Group Discussion</p> <ul style="list-style-type: none"> • Elements & Protocols of an Incident Debrief <p>Closing Thoughts and Next Steps</p>
Key Themes & Takeaways	<p>Key Takeaways</p> <p>Topics:</p> <p>Incident Response Guidebook Components</p> <p>Members discussed:</p> <ul style="list-style-type: none"> • Differentiated response protocols based on behavior severity and student needs • Clear communication procedures (who to contact, how, what info to convey) • Role definitions for all staff involved in incident response • De-escalation and self-regulation techniques for staff • Guidance on when/how to involve parents/guardians • Procedures for managing other students during an incident • Protocols for engaging law enforcement/security personnel <p>Incident Debriefing Best Practices</p> <p>Members Discussed:</p> <ul style="list-style-type: none"> • Conduct immediate "hot wash" with directly involved parties,

	<p>followed by more comprehensive debrief later</p> <ul style="list-style-type: none"> ● Use neutral facilitator not involved in incident to debrief in the immediate days following an incident ● Capture timeline of events and assess what worked/didn't work ● Include psychological support/triage for affected staff ● Develop action improvement plans based on lessons learned ● Consider tiered debriefing approach (involved parties, department heads, district admin) ● Balance need for candor with appropriate information sharing <p>Incident Reporting Members discussed:</p> <ul style="list-style-type: none"> ● Developing streamlined form to capture key incident details and lessons learned ● Sharing anonymized reports across districts to improve statewide preparedness ● Using data to inform training, policy decisions, and resource allocation ● Ensuring system encourages honest reporting without fear of punitive action
<p>Next Steps</p>	<p>Upcoming Meeting Dates:</p> <ul style="list-style-type: none"> ● Tuesday, March 4, 3:30pm-5:00pm ● Tuesday, April 1, 3:30pm-5:00pm <p>Please check the Educator Safety Taskforce Website for more information.</p> <p><i>We welcome all perspectives critical to shaping the work of the Educator Safety Task Force. Please reach out to Chris Harms with questions and/or recommendations.</i></p>

These minutes are intended to provide an overview of the discussions at the meeting and, where possible, the high-level themes or areas of consensus. The summaries of any topics are not presented as comprehensive notes of the full discussion. Neither the inclusion or omission of any comment or segment of a discussion should be interpreted as a judgment of the value or importance of such items.

If you have questions about this meeting or upcoming meetings, please contact:

Task Force Facilitators

Berrick Abramson, President, Confluence PSG: berrick@confluencepsg.com

Carrie Steele, Sr. Project Manager, Confluence PSG: carrie@confluencepsg.com

Task Force Lead

Christine R. Harms, MS, Director, Office of School Safety: christine.harms@state.co.us