

# STATE OF MAINE DEPARTMENT OF EDUCATION 23 STATE HOUSE STATION AUGUSTA, ME 04333-0023

PENDER MAKIN COMMISSIONER

March 21, 2023

Senator Rafferty, Senate Chair Representative Brennan, House Chair Members of the Joint Standing Committee on Education and Cultural Affairs

Senator Rafferty, Representative Brennan, and Distinguished Members of the Education and Cultural Affairs Committee:

LD 477, Resolve, Directing the Department of Education, Maine School Safety Center to Convene a Stakeholder Group to Develop Best Practices for Lockdown Drills and Allowing Parents to Opt Out of Lockdown Drills for Their Children, directs the Maine Department of Education to convene a workgroup to study lockdown drills implemented by school administrative units (SAUs) to develop a compilation of best practices that minimize the traumatic impact these drills may have on students and staff. The workgroup will deliver a report to the Second Regular Session of the 131<sup>st</sup> Legislature and the Department jointly with the State Board of Education will adopt rules amending Chapter 125: Basic Approval Standards: Public Schools and School Administrative Units, to allow parents to opt out of lockdown drills for their child.

Title 20-A, §1001(16) outlines the responsibility for SAUs to have a comprehensive health and safety emergency management plan. Rule Chapter 125 outlines the expectations for the numbers of evacuation and safety drills, however the specifics of those plans are local decisions. Lock down drills should be part of a larger school safety plan and are important for emergency preparation beyond active shooter or high threat scenarios. Currently, neither statute nor rules outline common standards or best practices for these drills.

It will be important to have appropriate experts and stakeholders as part of the workgroup. In addition to representatives from the Maine School Safety Center and the Office of Special Services and Inclusive Education, the Department recommends the following public safety professional groups be included: Maine School Resource Officer Association, Maine State Police, Maine Sheriffs Association, Department of Public Safety, State Emergency Management Services Director, State Fire Marshalls, and the Maine Criminal Justice Academy.

Convening a workgroup and producing a report requires dedicated staff time. The Department recommends a fiscal note of \$5,000.

The Department will be available to provide additional information on LD 477 and respond to any questions during the upcoming work session.

Sincerely,

--- DocuSigned by:

Jonathan Shapiro —0840FA8916BE4BC...

Jonathan Shapiro

Director, Maine School Safety Center

#### **Certificate Of Completion**

Envelope Id: 5DCF06BA335F4FF495CA539E2819FFF9

Subject: Complete with DocuSign: LD 477 Informational Letter.docx

Source Envelope:

Document Pages: 1 Signatures: 1 Envelope Originator: Certificate Pages: 4 Initials: 0 Danielle Mckay

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Danielle.Mckay@maine.gov

IP Address: 74.75.212.153

#### **Record Tracking**

Status: Original

3/21/2023 8:21:36 AM

Security Appliance Status: Connected

Storage Appliance Status: Connected

Holder: Danielle Mckay

Danielle.Mckay@maine.gov

Pool: StateLocal

Pool: Maine Department of Education

Location: DocuSign

Location: DocuSign

#### **Signer Events**

Jonathan Shapiro

Jonathan.J.Shapiro@maine.gov

Security Level: Email, Account Authentication

(None)

#### Signature

Signature

Jonathan Shapiro 0B40FA8916BE4BC...

Signature Adoption: Pre-selected Style

Using IP Address: 98.0.55.54

# **Timestamp**

**Timestamp** 

Sent: 3/21/2023 8:23:47 AM Viewed: 3/21/2023 8:32:36 AM Signed: 3/21/2023 8:33:00 AM

#### **Electronic Record and Signature Disclosure:**

Accepted: 3/21/2023 8:32:36 AM

In Person Signer Events

ID: 81b98d10-a33d-4ee1-9f27-399b92c71d53

iii reison Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent Certified Delivered Signing Complete Completed	Hashed/Encrypted Security Checked Security Checked Security Checked	3/21/2023 8:23:47 AM 3/21/2023 8:32:36 AM 3/21/2023 8:33:00 AM 3/21/2023 8:33:00 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

#### ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO Maine Department of Education (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

# **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

#### Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

#### Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

#### All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact Carahsoft OBO Maine Department of Education:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: jennifer.l.tarr@maine.gov

# To advise Carahsoft OBO Maine Department of Education of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jennifer.l.tarr@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### To request paper copies from Carahsoft OBO Maine Department of Education

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jennifer.l.tarr@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

# To withdraw your consent with Carahsoft OBO Maine Department of Education

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to jennifer.l.tarr@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <a href="https://support.docusign.com/guides/signer-guide-signing-system-requirements">https://support.docusign.com/guides/signer-guide-signing-system-requirements</a>.

# Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Department of Education as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Department of Education during the course of your relationship with Carahsoft OBO Maine Department of Education.