





Proposal To Provide School Safety & Security Assessment Services

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TABLE OF CONTENTS

ABOUT OUR ORGANIZATION.....	3
ABOUT OUR SCHOOL SAFETY & SECURITY ASSESSMENT PROGRAM.....	3
ABOUT OUR SCHOOL SAFETY & SECURITY ASSESSMENT PROCESS	4
Assessment Process Overview.....	4
Clarify/Finalize Scope of Work and Assessment Project Approval.....	5
Collect and Review Safety & Security Related Information/Documentation.....	5
Hold Assessment Project Coordination and Project Launch Meetings.....	5
Document Review (Off-site.....	6
Conduct Onsite School/Facility Visits.....	6



Prepare a Summary Report.....	7
ASSESSMENT PROJECT COST PROPOSAL.....	8
ABOUT OUR ASSESSMENT TEAM MEMBERS	9
WSSCA SCHOOL SAFETY & SECURITY ASSESSMENT CLIENTS	13
TESTIMONIALS.....	15



ABOUT OUR ORGANIZATION

The Wisconsin School Safety Coordinators Association (WSSCA) was founded in 1968 as an association of professionals dedicated to improving security, safety, and health in Wisconsin schools. WSSCA is a 501(c) (3) non-profit and non-government organization that includes school administrators, supervisors, teachers, building and grounds (facilities) personnel, health and nursing personnel, safety coordinators/directors, security coordinators, school resource officers, school districts, private/religious schools as well as business/corporations and other organizations that provide school safety & security products, services, and solutions. WSSCA provides resources and training that empower members to create safe and secure schools in Wisconsin and beyond.

WSSCA was explicitly named as one of two state resources to consult with the Office of School Safety and Department of Public Instruction regarding creating model safety practices in 2017 Wisconsin Act 143. In addition, WSSCA was a major contributor to the development of the *Wisconsin Comprehensive School Security Framework* document published by the Wisconsin Department of Justice in 2019.

WSSCA has established close partnerships with the State of Wisconsin governmental agencies such as the Department of Justice - Office of School Safety (OSS), Department of Public Instruction (DPI), Wisconsin Emergency Management (WEM), and key Wisconsin educational leadership professional associations such as WASDA, AWSA, WASBO, WCASS, and WASB to provide safety & security-related professional development and resources / best practices to Wisconsin schools.

WSSCA is managed by a board of directors consisting of an executive director, an assistant executive director, an assessment coordinator, a certification coordinator, a finance coordinator, members, and advisors.

ABOUT OUR SCHOOL SAFETY & SECURITY ASSESSMENT PROGRAM

Since 2013, the Wisconsin School Safety Coordinators Association has provided school safety and security assessments to public and private schools nationwide. The process was initiated after the tragedy at Sandy Hook Elementary School in Connecticut and has been modified and revised over the years to stay aligned with current recommendations, best practices, and statutory requirements.

The WSSCA School Security Assessment Protocol, adapted from the National Clearinghouse for Educational Facilities, is a comprehensive tool that thoroughly evaluates a school's safety measures. It incorporates insights from the Texas School Safety Center, The National Center for



School Safety, The Sandy Hook Commission Report, The U.S. Department of Homeland Security National Threat Assessment Center, The U.S. Department of Education Readiness and Emergency Management for Schools (REMS) Technical Assistance Center, Wisconsin Statute 118.07, Wisconsin Department of Justice Office of School Safety, and the Wisconsin School Safety Coordinators Association (WSSCA).

ABOUT OUR SCHOOL SAFETY & SECURITY ASSESSMENT PROCESS

During the standard assessment process, WSSCA examines the five pillars of emergency management of Prevention, Preparation, Mitigation, Response, and Recovery under two main categories:

I. Human Action

- A. Climate and Culture (12)
- B. Safety Plans, Policies, and Procedures (24)
- C. Supervision (6)
- D. Active Access Control (17)
- E. All Staff Training & Instruction (17)
- F. Crisis Team(s) and Roles (10)
- G. Drills (6)

II. Technology and Infrastructure

- A. Communications (7)
- B. Monitoring & Surveillance (10)
- C. Interior Evaluation (19)
- D. Exterior Evaluation (20)

(Numbers in parentheses indicate how many elements are assessed in each category)

Assessment Process Overview

WSSCA proposes to utilize the following steps to effectively and efficiently manage/coordinate the Turtle Lake School District school safety & security assessment project:

- Clarify/Finalize Scope of Work and Assessment Project Approval
- Collect and Review Safety & Security Related Information/Documentation
- Hold Assessment Project Coordination and Project Launch Meetings
- Conduct Onsite School/Facility Visits and Interviews



- Prepare Summary Reports and Recommendations

Clarify/Finalize Scope of Work and Assessment Project Approval

Upon selecting WSSCA for the Turtle Lake School District school safety and security assessment project, the WSSCA Assessment Project Coordinator will work with the Turtle Lake School District leadership to clarify and finalize the scope of work for this project. Following this meeting, WSSCA will prepare a draft agreement for the Turtle Lake School District review and approval.

Collect and Review Safety/Security Related Information/Documentation

The following Turtle Lake School District school and district information/documentation will be needed by the WSSCA assessment team a minimum of two weeks before the start of the initial onsite visits:

- a. School Crisis / Emergency Operations Plans
- b. Current floor/site plans and school evacuation routes
- c. Documentation of recent and planned safety/security improvements
- d. Safety and security-related policies

The WSSCA assessment team will review this information/documentation to understand better the current state or status of Turtle Lake School District school safety and security practices, processes, procedures, and protocols and help establish a baseline for assessment team members to begin their work.

Hold Assessment Project Coordination and Project Launch Meetings

Project Coordination Meeting consists of an on-site meeting between the WSSCA Assessment Coordinator and the Turtle Lake School District leadership. The meeting aims to discuss and determine, to the greatest extent possible, the project schedules/timeframes, milestones, and logistics related to the assessment project.

Project Launch Meeting - A project launch meeting will be held on the morning of each onsite assessment visit. These meetings will involve the WSSCA assessment team members, key Turtle Lake School District leaders involved in school safety and security, and may include local emergency responder representatives (such as law enforcement, fire department, city/county emergency management, and public health) as determined by Turtle Lake School District, and any other key staff or major stakeholders (i.e., local hospital or mental health provider representatives) identified by Turtle Lake School District. The goal/purpose of these meetings is to provide:



- Introductions of WSSCA assessment project team members, Turtle Lake School District leadership, and local emergency responder representatives
- An overview of the assessment process.
- Clarification, as needed, to the WSSCA assessment team members regarding information/documentation provided by Turtle Lake School District

Document Review (Off-site)

The WSSCA Assessment Coordinator will receive all current school safety and security governing documents per the list provided. The papers will be reviewed and evaluated.

Recommendations for improving/modifying governing documents will be provided in written form and presented to Turtle Lake School District leadership.

- Emergency Operations Plan
- Policies
- Procedures and protocols
- School Safety Team membership
- Staff Training

Conduct Onsite School/Facility Visits

Two WSSCA assessors conduct each onsite assessment, which will take approximately 4 to 5 hours per school. The onsite interviews with the school teams are a critical step in the assessment process. WSSCA recommends that the school team includes, at a minimum, school administration, SRO or local law enforcement representative, lead custodian, school security representative, student representative (if desired), and other key (Turtle Lake School District command level) staff involved in the school's safety / EOP plan. Members of the school team and others approved by Turtle Lake School District are welcome and encouraged to participate in the walk-throughs.

Following each onsite visit, the assessment team prepares a comprehensive after-action report (AAR) that addresses the top Turtle Lake School District areas included in the assessment template/protocol and provides a summary of strengths, weaknesses, vulnerabilities/threats, opportunities for improvement, incidental observations/considerations, and an assessment of leadership disposition to safety and security.



The WSSCA Assessment Coordinator reviews the AARs and then shares them with the Turtle Lake School District leadership and designated school/facility contact(s). If requested, WSSCA will provide a follow-up virtual meeting with the Turtle Lake School District leadership and/or designated school/facility contact(s) to discuss/clarify and answer any questions related to the AAR.

Prepare and Present the Final Assessment Report

The WSSCA Assessment Coordinator will prepare summary reports for each project phase reflecting gaps, vulnerabilities, findings, and recommendations for improvement.



ASSESSMENT PROJECT COST PROPOSAL

The Wisconsin School Safety Coordinators Association proposes to perform school safety & security assessment services for the one school building and campus that comprise Turtle Lake School District per the scope of work outlined in this Proposal at the cost of **NOT TO EXCEED three thousand two hundred dollars (\$3,200.00)**. This cost is based on providing one AAR report.

The proposed cost includes all WSSCA assessment team payroll-related expenses, applicable travel, lodging, incidental expenses, compilation of AAR and summary reports, project management, and administrative overhead.

WSSCA will track and record all costs related to this assessment project and invoice Turtle Lake School District (based on actual cost and administrative overhead) after the project.

Additional services requested outside the proposed scope of work will be charged at \$75/hour plus expenses (i.e., travel and lodging).



ABOUT OUR ASSESSMENT TEAM MEMBERS

Patrick Finnemore

Patrick Finnemore has a Bachelor's and Master's Degrees in Mechanical Engineering and has over 40 years of experience in facilities management, design, and construction. He recently retired as the Director of Facilities for the Kenosha Unified School District and served in that role for 25 years. He is a former member of the WSSCA Board of Directors. He has served two three-year terms as a member of the Wisconsin Association of School Business Officials (WASBO) Board of Directors, including one year as president of the WASBO Board. He is a past recipient of the WASBO Facilities Manager of the Year and Wallace E. Zastrow awards, as well as the Wisconsin Athletic Directors Association (WADA) Distinguished Service award. He received the Energy Star Partner of the Year and Earth Day Challenge Certificate of Achievement from the US Environmental Protection Agency. He was recognized by the Wisconsin National Guard and the Kenosha County Sheriff's Department for his response to civil unrest in the City of Kenosha. He was named Administrator of the Year for the Kenosha Unified School District, and was awarded the Kenosha Area Business Alliance Impact Award for Lifetime Achievement in 2025. He is a Registered Professional Engineer in the State of Wisconsin. Pat has participated in over 200 safety/security assessments using the WSSCA tool in over 20 school districts. He has also trained over 5,000 school staff members on ALICE, Standard Response Protocol (SRP) and Standard Reunification Method (SRM) over the past 12 years.

Jodi Traas

Jodi Traas, MS, CSRM, CPSI, AOI, has been a Senior Risk Management Consultant for Community Insurance Corporation (CIC) for the past 20 years. She is currently the Assistant Vice President of Education & Risk Services Community Insurance Corporation/WERMC Dedicated Consultant for CIC. Her responsibilities include identifying loss trends and solutions to eliminate exposures to ensure staff, students, and public safety. Jodi served as a past president of the Wisconsin School Safety Coordinators Association (WSSCA) and is currently an advisor. She is also part of the WSSCA Safety & Security Assessment team, which offers audits to school districts. She is an active Wisconsin Association of School Business Officials member and Co-Chair of its Risk Management & Safety Committee. Widely respected as an industry expert, Jodi has presented at National and International Conferences such as PRIMA and ASBO. She is an OSHA Authorized General Industry Trainer to Conduct 10 & 30 Hour Courses. She is a training mentor and instructor for the WASBO National Alliance Certified School Risk Manager program and an ALICE training instructor. Jodi has obtained the WASBO Facilities Manager Certification, WSSCA School Safety & Security Certification, Youth Mental Health First Aid Training USA, and CSRM Workers' Compensation Specialist Certificate. She is a Certified School Risk Manager and Certified Playground Safety Inspector. Jodi has completed the Wisconsin Department of Safety & Professional Services Mine Safety Section Part 46 Train



the Trainer Course. She is also a Train the Trainer for the TIM (Traffic Incident Management) program. Jodi has been a Property/Casualty Insurance Agent for twenty years. She has a Bachelor of Science degree in Psychology, a minor in Business Management, and a Master of Science in Occupational Safety from the University of Wisconsin-Whitewater.

Mike Hinske

Mike served Big Foot High School (BFHS) in Walworth for thirty-eight years as a teacher, coach, assistant principal, and principal. During his tenure at BFHS, he served twenty-four years as the District's School Safety Coordinator and liaison between the school and local emergency services. Mike has been a frequent presenter of best practice seminars for school officials in crisis and emergency management and the team leader for developing the state certification program for school safety coordinators through the Wisconsin School Safety Coordinators Association (WSSCA). Mike is certified as a School Safety Coordinator, School Safety Trainer by Safe Havens International, School Safety Assessor, Naloxone (NARCAN) Trainer, and a certified Crime Prevention through Environmental Design (CPTED) Specialist. As a safety coordinator, Mike has worked with several organizations, including WSSCA, Wisconsin OJA-Homeland Security, and The Center for School, Youth, and Citizen Preparedness. Currently, Mike is working for the Wisconsin DPI as a Program and Policy Analyst on School Safety Planning/Operations and Continuity of Operations for the Wisconsin School for the Deaf and the Wisconsin Center for the Blind and Visually Impaired. During the fall of 2019, Mike completed work at the state level on the review and update of the comprehensive Continuity of Operations Plan for the DPI. For his work in school and school safety, Mike has been recognized as WSSCA School Safety Coordinator of the Year, WSSCA Lifetime Achievement Award recipient, recipient of the Citation for Meritorious Service from the American Legion, and recipient of a Special Wisconsin Legislative Citation for Service.

Chris Collar

Chris Collar has been the Safety and Security Coordinator for the Green Bay Area Public School District since August 2016. Prior to joining the GBAPSD, Chris was a Police Officer for 17 years working as a Patrol Officer, Field Training Officer, DAAT Instructor, and Evidence Technician. He is currently an active member of the Wisconsin School Safety Coordinators Association, Wisconsin Association of School Business Officials, a Certified School Risk Manager, an ALICE Instructor, has specialized training from the National Institute of Crime Prevention in CPTED, and the Wisconsin School Safety Coordinators Association in School Security Assessments. Chris collaborates with the Green Bay Police Department, the District's SRO's and the Brown County Sheriff's Department to improve the safety of the Green Bay Schools. He is the Co-Chair of the District's School Security Committee and Health and Safety Committee. Chris was recognized by WSSCA as the 2020 Wisconsin School Safety Coordinator of the Year.



Michael Morgan

Michael Morgen was formerly the School Safety, AODA and Driver Education Consultant for the Student Services/Prevention and Wellness Team at the Wisconsin Department of Public Instruction. He served the Manitowoc Public School District (MPSD) from 2001-2022. He spent 16 years as a School Counselor at junior high and elementary schools. In 2004 he was asked to lead the district safety team along with being a school counselor. In 2017 Michael was appointed as the District Mental Wellness/Safety Coordinator, a position he continues to serve. During his time leading district safety, Michael has worked to develop strong partnerships with local Fire, Police and Sheriff's departments, implementation of annual building safety audits, district implementation of the Standard Response Protocol/Standard Reunification Method, developed/ maintains the district safety operations calendar and staff safety response training. Prior to education, Michael served 26 years working Law Enforcement in Wisconsin both full and part time. He worked for a village, county, city, and state agency serving in corrections, patrol, detective, and park ranger positions. He retired from Wisconsin law enforcement in 2018. Michael earned his BS Criminal Justice and MSE in Counselor Education at UW Platteville. He completed the first Law Enforcement recruit academy UW Platteville in 1992. In August of 2022 Michael completed the Department of Justice - Office of School Safety Critical Incident Response Team training and is now a team member.

Scott Johnson

Scott Johnson serves as the Director of Facilities / Safety Coordinator for the West Salem School District. Prior to his current position in the West Salem School District, Scott served as the Buildings & Grounds Manager / Safety Coordinator for the La Crosse School District. He has been a WSSCA member since 2013 and has served as on the Board of Directors and as President. Scott completed his training as a WSSCA Assessor in 2021. Scott has also been a volunteer firefighter since 2004. He holds the current rank of Captain for the West Salem Volunteer Fire Department. His certifications include Fire Officer I, Fire Instructor I, Firefighter II, Fire Inspector I, Haz Mat Operations I and Department Training Officer.

Robert Ellis

Robert Ellis' career spans forty-four-plus years in facility maintenance, management, safety, and security. This includes serving in the US Army and working at the Greendale, Kewaskum, East Troy School Districts, and the YMCA of Metropolitan Milwaukee. During his career, he continued his education to further professional development. Those efforts include completion of his Bachelor's Degree from Springfield College, WASBO Facilities Management Certification Program, WSSCA School Safety Coordinator Certification Program, and Police Academy Training through the HCPD. He served WASBO and WSSCA, instructing at WASBO and WSSCA Conferences. In WSSCA, he served as a committee member, board secretary, vice president, and president. He also serves WSSCA as a school safety & security



audit/assessment team member performing audits/assessments across Wisconsin. He has retired from both the East Troy School District and Pius XI HS.

Diane Stelmach

Diane Stelmach was an educator for 34 years. She spent nine years as a high school teacher and has been a principal at a PreK - 8th grade school, principal of PreK - 5 elementary schools, and Supervisor of Head Start Programs. Diane retired in June 2023 as principal of King Elementary Children's Center for Engineering in Green Bay Public Schools. She served on the District's Safety and Security Team, conducted internal security assessments, and trained in ALICE and Behavioral Threat Assessment. Diane joined WSSCA in 2023 and, since then, has performed and reviewed several security assessments.

Brian Chase

Brian Chase is an experienced facilities and safety leader with more than three decades of service in Wisconsin schools, specializing in safety, security, and operations. He currently serves as an assessor for the Wisconsin School Safety Coordinators Association (WSSCA), where he supports school districts by conducting safety and security assessments that strengthen preparedness and provide for safer learning environments. Brian is the Director of Buildings & Grounds/Safety for the Whitefish Bay School District, where he leads district-wide safety initiatives, facility operations, long-range capital planning, and preventive maintenance programs. In this role, he has overseen numerous capital construction projects, developed district safety programs, and guided teams to maintain safe, secure, and welcoming school environments. A Certified School Risk Manager (CSR) and WSSCA Certified Safety Coordinator, Brian also holds certifications in facilities management, project management, and human resources. His expertise is supported by a wide range of specialized training, including ALICE Intruder Response, threat assessment, OSHA/DSPS compliance, and state fire and safety practices. Beyond his district role, Brian has been active in leadership roles across the state. He has served on the WSSCA Board of Directors, chaired the Whitefish Bay School District's Safety Committee, and presented at WASBO conferences on ethics for facilities leaders. He is a past president of the Milwaukee Metro Buildings and Grounds Association and has been recognized with multiple awards for his leadership in energy efficiency and school operations. With a proven record of advancing school safety, operational reliability, and staff development, Brian brings both technical expertise and collaborative leadership to his work with WSSCA and Wisconsin school districts.



WSSCA SCHOOL SAFETY & SECURITY ASSESSMENT CLIENTS

Albany School District
Baraboo School District
Brown Deer School District
Cedarburg School District
CESA 6
Clintonville School District
Cochrane-Fountain City School District
Colby School District
Coleman School District
Crivitz School District
Depere School District
East Troy Community School District
Elkhorn School District
Elmbrook School District
Erin K-8 School District
Fontana Jt. K-8 District
Fox Valley Lutheran High School
Fort Atkinson School District
Germantown School District
Green Bay Area Public School District
Hales Corners Lutheran Church and School
Holmen School District
Indian Community School
Kimberly School District
Lodi School District
Luxemburg Casco School District
Madison Metropolitan School District
Marathon School District
Marinette School District
Mayville School District
Menasha School District
Merrill Area Public School District
Milwaukee Youth Arts Center
Minocqua Jt. 1 School District
Mosinee School District
Nativity Jesuit Academy
Neenah Joint School District
New Glarus School District



North Shore Montessori School
Notre Dame Academy of Green Bay
Notre Dame Schools of Milwaukee
Oak Creek-Franklin Jt. School District
Oregon Area School District
Oshkosh School District
Palmyra-Eagle School District
Port Washington School District
Potosi School District
Salem Grade School District
Seymour Community School District
Shorewood School District
Silver Lake J1 School District/Riverview Elementary School
Spencer School District
St. Jerome Catholic School (Columbus)
St. Mary Catholic High School (Neenah)
St. Sebastian Catholic School (Milwaukee)
St. Mary Catholic School (Colby)
St. Monica School (Whitefish Bay)
Stoughton Area School District
Stratford School District
Sun Prairie Area School District
Tomahawk School District
Unified School District of DePere
Union Grove School District
Verona Area School District
Viroqua Area School District
Waupaca School District
West Bend School District
Westosha Central High School District
Wisconsin Rapids School District



TESTIMONIALS

Our WSSCA school safety/security assessment was completed thoroughly and professionally. As a district, we utilized the recommendations to make needed changes to enhance our safety/security measures. I highly recommend using this organization to meet your district's needs best.

Amy J. Wachewicz, Director of Pupil Services
Seymour Community School District

The safety assessment provided a thorough and external perspective, highlighting both strengths and areas for improvement. It equipped us with practical action plans, and a clear path for moving forward. As a result, our schools are better prepared as we continue to focus on our shared goal of safety.

Dawn Goltz, Safety Coordinator
Oregon School District

We utilized WSSCA for onsite school safety assessments within all our school buildings. The process was thorough and provided an excellent opportunity for district and building level leaders to reflect on strengths and challenges in the overall approach to school safety. The depth of the process really affirmed our recent revisions/improvements while still giving us building and district level improvements to consider moving forward. The depth of the feedback and individual reports and having an outside perspective was appreciated by our board members, who committed to a continued partnership with WSSCA for school safety assessments.

Jerry Nicholson, Director of Student Services
Unified School District of DePere



As Superintendent of the Palmyra-Eagle Area School District, I was extremely impressed with the thorough assessment conducted by WSSCA and the practical steps they provided to help us enhance safety across all of our schools. Their professionalism and expertise allowed us to strengthen alignment with DOJ and other best-practice frameworks, while also improving trust and confidence among our board, families, and staff. The partnership was invaluable as we continue to refine our district's safety systems.

Dr. Ryan Krohn
Palmyra-Eagle School District - District Administrator

I was thoroughly impressed with the feedback from the WSSCA assessors. They both brought a different perspective to school safety and one that our safety team truly appreciated, and they provided us with numerous opportunities to enhance the overall safety of our buildings further. I think your organization is a leader in school safety in our state and we will continue to rely on your services when our next audit is due. Please don't hesitate to use me as a reference if any other school district asks about your services.

Douglas Polomis
Coleman School District - Superintendent/High School Principal