

Board of Education

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CAPITAN MUNICIPAL SCHOOLS BOARD OF EDUCATION

AGENDA ITEM EXECUTIVE SUMMARY

1. Board Meeting Date: December 15, 2025
2. Item Title: V.B.2 Safe School Plan Professional Services Proposal
3. Name of Presenter: V. Lee
4. This item is for: XX Action ___ Consent Agenda ___ Discussion ___ Report/Information
5. Proposed Motion (Action Items Only): I move that we approve the Safe School Plan Professional Services Proposal, as presented.
6. Executive Summary: Please see attached.

School Safety Plan Proposal

Prepared for: Capitan Municipal Schools

Prepared by: ELITE LLC

Date: 12/3/25



1. Purpose

To develop a comprehensive, compliant, and actionable three-year School Safety Plan (SSP) that supports the physical, emotional, and procedural safety of students, staff, and visitors. The plan will align with the New Mexico Public Education Department (PED) and U.S. Department of Education safety standards and requirements.

(All New Mexico Public and Charter Schools are required to have a Safe School Plan (SSP) for emergency operations. This has been the law since 2008. The Safe School Plan is part of the School Wellness Policy, NMAC 6.12.6 NMAC.)

2. Scope of Work

Phase 1: Review & Assessment (Month 0-2)

- Conduct on-site or virtual safety assessment of facilities and procedures
- Review current safety plans, policies, and drills
- Identify/Document compliance plan data
- Meet with key stakeholders (administration, safety teams, law enforcement, etc.)

Phase 2: Plan Development (Months 3-4)

- Develop a customized, PED approved three-year safety plan including:
 - Emergency Operations & Crisis Response
 - Evacuation, Shelter-in-Place, and Lockdown Procedures
 - Communication & Reunification Plans
 - Behavioral Threat Assessment and Prevention Framework
 - Safety Team Roles & Responsibilities
 - Annual Review/Drill Schedules
- Conduct on-site review
- Incorporate feedback from school leadership before submittal
- Submit completed SSP for the PED review
- Collaborate with the PED/District/School to finalize and approve SSP
- Deliver digital and printed copies of the plan

Phase 3: Ongoing Support (Years 2-3)

- Annual review and update of the safety plan
- Up to two virtual consultation sessions per year

3. Deliverables

- Comprehensive Three-Year School Safety Plan (print & digital)
- Staff quick-reference guide



4. Estimated Cost

Service Component	Cost Estimate
Phase 1: Review/Assessment	\$5,400
Phase 2: Plan Development	\$5,400
Phase 3: Annual Support (Years 2 & 3)	\$1,200
Travel: Phase I/II on-site visits	\$1,500
Total Estimated Cost (3 years) (Baseline estimate; can vary based on combined school sites/facilities and school size)	\$13,500
Each Additional Site/School SSP Cost	\$3,000

5. Timeline

Total initial development: 0-4 months

Annual updates: Once per school year (Years 2-3)

6. Payment Schedule

- Phase I - 45%
- Phase II - 45%
- Phase III - 10% (5% Year 2, 5% Year 3)