



Kenton County School District | *It's about ALL kids.*

Issue Paper

DATE:

02/16/24

AGENDA ITEM (ACTION ITEM):

Consider/Approve: Contracting with JKM Training to train personnel as SCM instructors.

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board

HISTORY/BACKGROUND: The Kenton County School District has 6 SCM (Safe Crisis Management) instructors. However, 2 of the 6 trainers are no longer available to fulfill their roles as SCM trainers for the county, and 2 trainers have limited availability. The SCM instructor team is responsible for providing initial and refresher training, as well as training for teachers and instructional assistants in specialty classrooms. An additional 8 staff trainers are needed to meet the training demands adequately. Hosting the SCM train-the-trainer session will allow instructors to participate without leaving the NKY area. To optimize cost efficiency, the session can accommodate up to 18 participants, including instructors from neighboring districts. By opening registration for the training on JKM's website, it becomes more accessible for participants, further reducing costs for the Kenton County School District (KCS D). The estimated total cost is around \$11,905; however, KCS D will receive a \$498.00 discount for every non-KCS D individual who attends the training. This collaborative approach helps minimize expenses while ensuring a comprehensive and inclusive training experience. The training will occur at Summit View Academy from March 18th to 22nd.

FISCAL/BUDGETARY IMPACT:

The estimated total cost is \$11,905 dollars or less, paid out of IDEA.

RECOMMENDATION:

Approval to: Contract with JKM Training to train KCS D personnel as SCM instructors.

CONTACT PERSON:

Danielle Rice


Principal/Administrator


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.



SAFE CRISIS MANAGEMENT

JKM TRAINING, INC. ♦ 1710 RITNER HWY, STE 1 ♦ CARLISLE, PA 17013

TRAINING CONTRACT

PROGRAM	SCM Instructor Certification		
DATES	March 18-22, 2024		
TIMES	8:30am-4:30pm		
PARTICIPANT #S	18 max		
ORGANIZATION/SCHOOL	Kenton County Schools		
ADDRESS	1055 Eaton Dr		
CITY, STATE, ZIP	Fort Wright KY 41017		
CONTACT	Allison Fangman		
CONTACT TELEPHONE	Work #: 859-552-7508	Cell#:	
CONTACT EMAIL	Allison.fangman@kenton.kyschools.us		
JKM INSTRUCTOR	Todd Fountain		
PRICING	<p>\$10,795 plus travel expenses (for up to 18 participants)</p> <ul style="list-style-type: none"> 19-24 participants - \$10,795 plus \$399/person charge over 18 plus assistant expenses <p>Instructor Expenses Include:</p> <ul style="list-style-type: none"> Mileage: \$.655/mi (or current federal rate) Lodging, Airfare, Parking, Rental Car, Fuel, Taxi Service, Tolls (all at actual cost) Stayover Days: \$150/day (applicable only when instructor must stay over the weekend or additional days due to travel) 		
TRAINING LOCATION:			
	Same As Above	x	Different Location – please fill in
LOCATION			
PHYSICAL ADDRESS			
CITY, STATE, ZIP			
ONSITE CONTACT			
CONTACT TELEPHONE	Cell #:	Alternate#:	
LODGING:			
	x	Applicable – please fill in	Not Applicable – Instructor commuting
LODGING	Hampton Inn and Suites Newport/Cincinnati		
ADDRESS	275 Columbia St		
CITY, STATE, ZIP	Newport KY 41071		
TELEPHONE			
ORGANIZATION/SCHOOL MUST SUPPLY (Please refer to attached room illustration)			
SCM Theoretical Training: <ul style="list-style-type: none"> <input type="checkbox"/> Yes, we have an LCD Projector onsite for your use <input type="checkbox"/> No, we do not have an LDC Projector onsite Classroom space (desks/tables): 1 table/chairs per 5 participants Projection screen & long table in front of room with extension cord & power strip for JKM Training, Inc. laptop Additional long table in front of room for SCM materials Newsprint pad & easel with markers 		SCM Emergency Safety Physical Intervention Training: <ul style="list-style-type: none"> Adequate space for physical intervention instruction (100 sqft. per trainee) Room should be completely empty Flooring should be clean carpeting or exercise mats Hydration (water) Trainees are encouraged to bring knee pads 	

CONTRACT TERMS:

Contract must be signed, dated, and returned at least 30 days prior to program, unless program was set up to be provided within 30 days, in such case, contract must be returned as soon as possible. JKM Training, Inc. will not provide training without a signed contract. The number of participants listed on the contract is firm, unless mutually agreed upon otherwise in writing by both parties. If Organization/School increases the number of participants above the participant maximum, each participant over the maximum will be charged at the following rate: 5-day Workshop: \$399/person, 3-day Workshop: \$299/person, 2-day Workshop: \$199/person, 1-day Workshop: \$99/person. Final roster/participant count must be provided to JKM Training, Inc. at least 10 days prior to start of training date. If the number of participants increase after JKM Training, Inc. has shipped materials for training program, Organization/School will assume any additional shipping costs as required. Invoicing will occur after the program has ended; Organization/School has 30 days to submit payment before finance charges (1.5%/month) will be assessed.

CANCELLATION POLICY:

Organization/School has up to 30 days prior to the training date to cancel the program without incurring cancellation fees. If the Organization/School cancels training less than 30 days prior to the training date, cancellation fees shall be assessed as follows: 30-20 days prior 10% cancellation fee. 20-10 days prior – 25% cancellation fee. Less than 10 days prior – 50% cancellation fee. Fees only apply when JKM Training, Inc. is not able to re-book the dates with another training program.

FORCE MAJURE:

The performance of this contract by either party is subject to acts of God, war, government regulation, disaster, civil disorders, or other emergency making it illegal or impossible to provide the training facilities or to hold the training/workshop. This contract may be terminated for any one or more such reasons by written notice from one party to the other. In the event of such an occurrence, both parties agree to use their best efforts to reschedule the training/workshop to a mutually agreeable time.

SAFETY IN THE TRAINING POLICY:

- Organization/School is responsible for the occupational health of its participants.
- Organization/School shall clearly indicate to participants of the training the physical requirements of the course at least two (2) weeks prior to the start date of the training program. Participants must understand that this training includes practice of emergency safety physical intervention which includes physical contact, movement and risk of injury.
- Organization/School shall clearly indicate to participants they are to follow the directions given by JKM Training, Inc. instructors as well as the rules of conduct indicated in the participant's workbook and manual.
- Organization/School shall advise its participants on wearing proper attire (exercise clothing and sneakers).
- Organization/School shall assess all participants to assure they are physically able to participate in the training program prior to the start of the training program.
- Organization/School shall ensure that its employees know they are legally required to report any factors that may increase risk of injury during training. These physical conditions include but are not limited to pregnancy, heart conditions, brittle bones or personal circumstances.
- Organization/School understands that JKM Training, Inc. reserves the right to exclude anyone deemed unsuitable for training on the basis of health, physical status or unprofessional attitude.
- JKM Training, Inc. does not guarantee that the techniques and methods taught in this program comply with all local laws, policy or regulations governing individuals using them. Organization/School should verify this compliance with the appropriate authorities.
- JKM Training, Inc., its owners, and instructors assume no liability for injuries, loss, or damages associated with the misuse, or incorrect application of skills and techniques taught in the program or illegal or inappropriate use of the same whether or not such injury, loss or damage is foreseeable.
- Organization/School shall indemnify, hold harmless and defend JKM Training, Inc. from and against any and all costs, expenses (including reasonable counsel fees), liabilities, losses, damages, suits, action, fines, penalties, claims or demands of any kind and asserted by or on behalf of any person, entity or governmental authority arising out of or in any way connected with this training contract.

SAFE CRISIS MANAGEMENT POLICY REQUIREMENTS FOR CONTRACTED ORGANIZATION/SCHOOL:

Below are the policy requirements for the successful implementation of Safe Crisis Management in service agencies and schools. Organization/Schools utilizing JKM Training, Inc. for the training of personnel as SCM Instructors or for the training of direct service staff in SCM, through this contract, must agree to create policies congruent with those indicated below.

Training Policy:

- Establish Safe Crisis Management as the intervention model staff will use.
- Establish which staff must be trained (suggested all direct contact staff be trained) - comply with all governing bodies.
- The training content
 - Standard SCM curriculum.
 - If using emergency safety physical interventions, a minimum of 3 standing techniques (including extended arm assist with the possibility of multiple-person assists).
 - If using emergency safety physical interventions and policy permits seated/kneeling assists, must teach at least one assist to a seated/kneeling assist.
 - If using emergency safety physical interventions and policy permits floor assists, must teach at least one supine or side assist (cannot teach prone assists only). If floor assists are taught, then instructors must teach how to move from the floor to the seated assist.
 - Emergency safety physical interventions must be size and age appropriate.
 - Any alterations to the standard SCM curriculum must be preauthorized in writing by JKM Training, Inc.

- Time requirements
 - Must comply with all governing bodies and according to best practice standards.
 - Length and frequency of training is dictated by regulations or standards, staff numbers, experience level, etc.
 - Recommended 18-24 training hours for the staff certification class.
 - Recommended 12 training hours for the staff recertification class.
 - Ongoing training is highly recommended to minimize learning drift (monthly, quarterly).
- Delivery requirements
 - SCM must be delivered by a certified instructor.
 - SCM must have adequate time and space for physical intervention skills practice.
 - JKM Training, Inc. recommends co-facilitation and at least one instructor for every twelve participants.
- Proficiency requirements
 - SCM requires both written and physical skills (assuming emergency safety physical interventions have been taught) testing to verify learning.
 - Failure to pass required testing must have supervisory follow-up. Retraining should be required for those who do not demonstrate appropriate proficiencies. Indicate how many times a staff may be retrained if they continue to fail. Attendance and proficiency measurement must be documented.

Intervention Policy:

- Organization/School's mission
- The conditions requiring emergency safety interventions (harm to self or others) – emphasized as a last resort option.
- Interventions must follow the least restrictive alternative principle.
- Intervention methodology (prevention, de-escalation, emergency safety and after incident).
- Establish which emergency safety physical interventions are permitted for use.
- Adherence to an individual's behavior support plan during any emergency safety intervention.
- A clear indication as to who can physically intervene.
- A clear substitution procedure during emergency safety physical interventions.
- Monitoring and documentation requirements.
- A clear release process during emergency safety physical interventions.
- Documentation that staff have attended training and demonstrated competency and acceptance of the intervention policy.
- Whenever possible, a supervisor or designee be present and approve the use of emergency safety interventions.
- Duration limitations for emergency safety physical interventions should not exceed state law or established accreditation requirements. JKM Training, Inc. a ten minute time limit for all interventions. Distress factors should be monitored during and after any intervention.
- Adopt goals to reduce the use and duration of emergency safety interventions.

Supervision Policy:

- Should provide supervisors with a clear expectation of the SCM related duties.
- Supervisors should teach, support, monitor and enforce SCM performance expectations.
- Supervisor should be able to identify SCM curriculum priorities; set performance expectations accordingly; observe/review employee performance; provide reinforcement or corrective action; revise SCM priorities as needed.

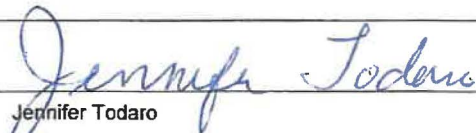
Documentation Policy:

- Should address staff's responsibility to complete accurate incident reports.
- All documentation should be completed prior to the end of the staff's workday.

Evaluation Policy:

- Organization/School should establish an incident review process (often reviewed in a safety or incident review committee).

Customer Signature


Jennifer Todaro
Director of Programs

Date

February 6, 2024

Date

Please Sign, Date & Return