



**WEST LINN-WILSONVILLE SCHOOL DISTRICT  
DEPARTMENT OF OPERATIONS**

2755 SW Borland Rd  
Tualatin, OR 97062  
Phone: 503.673.7995  
Fax: 503.638.9143

**District Safety Committee Agenda**

**Wednesday, May 15, 2019; 7:30 AM, WLWSD @ District Operations Center**

**A. ATTENDEES:**

<b>Name</b>	<b>Location/Title</b>	<b>Present</b>	<b>Absent</b>
Staci Ball	Teacher Representative		
Jeff Chambers	Maintenance Supervisor		
Hannah Chow	Community Services Manager		
Officer Jason Dolan	Wilsonville HS, SRO		
Pam Garza	OSEA Representative		
Officer Jeff Halverson	West Linn HS, SRO		
Josh Harrel	District Nurse		
Mark Law	Custodial Supervisor		
Pat McGough	Facilities Manager		
Kathe Monroe	Director of Human Resources		
Jeremy Nichols	OSEA Representative		
Doug Nimrod, VC	OSEA Representative		
Tim Woodley, C	Director of Operations		

**B. MINUTES REVIEW:**

The minutes from all meetings are available on the website: <http://www.wlww.k12.or.us/Page/10597>

**C. EXISTING ACTION ITEMS:**

<b>Item</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Status (due by)</b>
17.5.2B	<p><b>Emergency Operations Plan</b>  <b>10.18.17:</b></p> <ul style="list-style-type: none"> <li>EOP (Emergency Operations Plan) is being worked on by the District Safety Leadership Team so that it's unique and specific to the district. Compatible with FEMA's protocols and language; follows practices of 'I Love U, Guys' Foundation.</li> </ul> <p><b>11.15.17:</b></p> <ul style="list-style-type: none"> <li>Josh has two-week Nurses meeting today with Jennifer Spencer-Iiams with regards to the Emergency Operations Plan.</li> </ul>	<i>District Safety Leadership Team</i>	<i>Ongoing</i>

Item	Description	Responsible Party	Status (due by)
	<ul style="list-style-type: none"> <li>• Weekly meetings are still occurring with the District Safety Leadership team to continue working on the EOP.</li> </ul> <p><b>12.20.17:</b></p> <ul style="list-style-type: none"> <li>• Continuing to have weekly meetings and about 75% of the way complete.</li> </ul> <p><b>1.17.18:</b></p> <ul style="list-style-type: none"> <li>• Met recently and talked about the scheduling for implementation for the next year. First meeting will be to inform both internal and external individuals about their role in such an emergency. Training in the fall/through the summer reunification kits for each school.</li> </ul> <p><b>2.21.18:</b></p> <ul style="list-style-type: none"> <li>• No new updates at this time.</li> </ul> <p><b>3.21.18:</b></p> <ul style="list-style-type: none"> <li>• Special information from Kathy Ludwig, Tim Woodley, and Curtis Nelson.</li> </ul> <p><b>4.18.18:</b></p> <ul style="list-style-type: none"> <li>• District Safety Leadership Team met last week to discuss some of the feedback that came back from Elert. Cindy and Tim have a meeting to review these suggestions in greater detail. Tomorrow will be a meeting with the local first responders and may suggest this meeting happen more frequently than bi-annually. May 23<sup>rd</sup> will bring the schools together for a meeting at Athey to assign roles at school specific sites if an emergency should occur.</li> </ul> <p><b>5.16.18:</b></p> <ul style="list-style-type: none"> <li>• The EOP has been developed by DSLT, the draft of the district plan is complete and has been reviewed by various administrators and will undergo review again on Monday. Had meetings with local law enforcement, city managers, principals, reunification site partners, student transportation, each board member etc.</li> <li>• Schools will work on their school specific EOP; the district EOP will support the S-EOP. On May 23<sup>rd</sup>, roles and responsibilities will be assigned BY the school for each school site location. They will also review their school to determine where they would meet in the event of an evacuation/assembly area. Assignments must be complete by end of day ON May 23<sup>rd</sup>.</li> <li>• This summer, ‘Go Kits’ will be created for reunification, evacuation, etc.</li> <li>• Tabletop exercises will start this fall.</li> </ul> <p><b>6.20.18:</b></p> <ul style="list-style-type: none"> <li>• Schools assigned people to their roles in the S-EOP and also made selections for their alternative, local evacuation location. In July each school principal will meet with someone at the administration level to get approval for their plan. Once that’s done, it will be ‘published’ but only in hard copy.</li> <li>• Need to finalize MOU for reunification sites.</li> </ul> <p><b>7.18.18:</b></p> <ul style="list-style-type: none"> <li>• Cindy finished the D-EOP. She also created 16 S-EOP reflecting the body of the D-EOP.</li> <li>• Tim met with all of the principals. They have selected sites to meet, made job organization charts with names of people. Tim has files and copies of binders. Schools are to get one copy to be held in the office at each site. There will be tabletop exercises and training done 2-3 times throughout the year. A pattern will be created through time.</li> <li>• Andrew Kilstrom contacted Clackamas Community College to obtain the rights to use the CCC template from the pamphlet they created.</li> <li>• The DSLT to meet and draft a shortened version of the EOP to be printed in a pamphlet and then distributed to each classroom</li> </ul>		

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	<p>throughout the district. The maintenance and custodial team will put these up.</p> <ul style="list-style-type: none"> <li>• Tim met with offsite MOU.</li> <li>• Behind the scenes work will happen to create the “Go Kits.” Each site will have their own kit.</li> </ul> <p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>• District-EOP was completed last Spring 2018. Draft done in June 2018. District Safety Leadership Team spent time with S-EOP. Edits were made on reunification process and specific evacuation sites for individual S-EOP’s. Tim Woodley and Hannah Chow are meeting with principals and staff to review S-EOP’s. Emergency Safety Guide based off of CCC template was reviewed during S-EOP meetings. Andrew Kilstrom is printing ESG for each staff member. 2,000 will be printed and distributed in October 2018. Building engineers will be instructed to post ESG in every classroom. ESG book will become part of annual “Safe Schools” online training for Districtwide staff. Some ESG will be printed in Spanish. During S-EOP meetings evacuation sites are determined by current evacuation fire drill sites with a secondary site at alternate location. Hannah Chow will edit and hand deliver S-EOP’s after meeting and email Kathy Ludwig’s District safety PowerPoint presentation to review will school staff. Admin building is working on go-kits for each school and a District go-kit. Admin and school nurses will work on how meds will be removed during emergency evacuation. Designated staff member will be assigned to student roster in Schoolmaster for evacuation and reunification purposes. Curtis Nelson is working with schools on District radios to be used during drills and emergency evacuation. Admin IT can help with student records from District radios. S-EOP will not be in electronic form. One copy will be left at school office. Hannah Chow will update annually. Tim, Kathy, Curt, and Andrew will give presentation at Clackamas County Safe School Summit on 9/20/18.</li> <li>• First Responders Breakfast on 10/3/18. Workshop on large event safety management. Team will discuss crowd control, unwelcomed visitors, and custodial staff practices.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>• District EOP is complete. Tim and Hannah visited all 16 schools. Curt Nelson is working with the schools on radios. Go kits are being prepared and will be delivered at end of October 2018. Andrew Kilstrom printed 1,000 emergency safety guide to distribute to each school and will deliver in October 2018. Safety guides along with floorplans will be delivered to the DOC and then delivered to custodians and staff at each school. Safety guide will be added to annual trainings online for each employee. Substitutes will be trained on safety as well. Kathe Monroe is wondering about paper versions of safety guides for new hire training in HR department. Kathe Monroe shares difficulty with new hires on annual trainings. Mark Law will follow up with building engineers on safety guide distribution. One D-EOP will be held at DOC and one at admin building. Kathy Ludwig and Ginger Fitch will sign the D-EOP’s and Hannah Chow will add signed copies to S-EOP individual books. Hannah Chow will update S-EOP’s annually. Schools have discussed assigned responsibilities during a crisis and for a rolling set of events during the crisis, responsibilities will change. Kathy Ludwig and Tim Woodley have discussed safety signage at front entrances of each school.</li> <li>• ESD held workshop on safety. Pat McGough and Tim Woodley attended. Other districts have expressed interest in an EOP template. Hannah Chow will create a template for other districts. Tim Woodley discusses that some principals received the safety</li> </ul>		

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	<p>messaging better than others. Patrick Minor at Willamette has already trained his staff on the S-EOP and volunteered his school to be used as a practice ground for safety workshops. Tim Woodley says CREST, student services, nurses, IT department, and maintenance staff will receive safety training too.</p> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Hannah Chow confirmed go-kits are received. Jeremy and Joe delivered go-kits in November 2018. D-EOP and S-EOP template has been created for other districts to use. Tim Woodley and Curt Nelson trained CREST in Nov. 2018 on EOP. Curt N. helped train them on radios. CREST will practice fire drills if kids are on campus. EOP meetings are scheduled with nurses and with DOC staff on separate occasions. Meetings are scheduled in December. Principals want to designate safety officer for annual trainings.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>EOP meeting with maintenance staff, DOC employees, and nurses in November 2018.</li> <li>Principals have been instructed to train their staff on emergency operating plans. Some expressed feeling unprepared to train staff DSLT has been informed.</li> <li>Flame resistant curtains with be installed during next bond.</li> <li>Tim and Jason Dolan discuss tabletop exercises quarterly with the next one focusing on lockdown drills. Jason wants to know how the district trains all staff, not just those attending quarterly tabletop exercises. Jason says teachers need to start considering safety measures and implementing classroom plan based on district emergency operation plan. Tim says the DSLT takes training district staff and school principals seriously.</li> </ul> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>3.20.19</b></p> <ul style="list-style-type: none"> <li>Reviewed with nurses, reviewed and had training with CREST. Go-kit was delivered at CREST on 3/20/19. We have completed an emergency operation plan for Three Rivers Charter School. Tim will meet with Nic Chapin, head master at Three Rivers, to review.</li> <li>District will help Three Rivers in compliance with the Healthy and Safe Schools act: lead, lead in water, radon, and IPM.</li> <li>District will not charge Three Rivers to incorporate them into our emergency operation plan. Adding them to the district plan will provide continuity as Three Rivers students transition to the high schools.</li> <li>Three Rivers will be included in an environmental safety plan starting SY19-20 July 1, 2019.</li> <li>Jeff Halverson will act as SRO.</li> </ul> <p><b>4.17.19</b></p> <ul style="list-style-type: none"> <li><b>From Hannah:</b> Three Rivers S-EOP was approved and signed for on 4/10/19 by Nic Chapin. Go kit was reviewed and signed for. Six emergency safety guides were delivered, one for each classroom and one for the front desk. Three Rivers have formed their school safety leadership team (SSLT) consisting of the principal, two secretaries, and a teacher. They meet every week.</li> </ul>		
17.12.2	<p><b>Safe Routes to Schools</b></p> <p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>City has money to put in sidewalks and lights for safer routes to schools. Identify public improvements to help make routes safe.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Nothing new to report.</li> </ul>	Curt Nelson Pat McGough	Ongoing

Item	Description	Responsible Party	Status (due by)
	<p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>City of West Linn and WLWV school district are using DKS to update and identify safe routes to schools. Open house for SRTS in West Linn will be held at Rosemont Ridge on January 15, 18 at 6:30pm. They will display maps and proposed improvements for SRTS on 1/25/18.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>Tim has been working with the City of West Linn and a list has been sorted and prioritized for SRTS projects to start improving walking routes.</li> </ul> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>SRTS open house scheduled 1.29.19 at Trillium Creek for City of West Linn. Morgan Palmer with City of West Linn is helping facilitate. Public comment and input will be received at open house on 1.29.19. District will advertise through listserv.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Open house on 1.29.19 went well. Hannah is working with Morgan Palmer at the City of West Linn to develop an action plan for SRTS in West Linn. A work session with City Council is planned for March 4<sup>th</sup>, 2019 at West Linn City Hall to discuss action plan.</li> </ul> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>City of West Linn passed bond to improve streets for SRTS. Action plan has been developed with the help of the district. City is prioritizing street projects using maps provided from the district. After open house at Trillium Creek in January, City of West Linn will bring projects to city council and discuss where to start. City of Wilsonville has assigned Sheilagh as their SRTS spokesperson. They wanted the district to be involved in their action plan for SRTS education. District responsibility by law is to be a consultant for city officials.</li> </ul> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li><b>From Hannah:</b> ODOT is hosting an upcoming workshop to learn how to apply for “non-infrastructure” grants that can help fund education for things like training SRTS volunteers. I (Hannah) will attend the workshop to meet ODOT’s SRTS program managers and ask questions about the various programs. Morgan Palmer from the City of West Linn will attend the workshop and learn how to apply for SRTS grants. Morgan Palmer is developing an action plan for SRTS in West Linn and the action plan includes the school district acting as a consultant for the City of West Linn’s SRTS plan.</li> </ul>		
18.9.1	<p><b>Drills</b></p> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Doug Nimrod, “In the event of a lockdown and/or lockout.” Will we be notified through our cell phones to avoid the facility?” Pat McGough responded on 10.11.18, “You will hear it on the radio.”</li> <li>Staci said Bolton’s shelter lock system has created questions around fire drills and how students will enter and exit if certain doors are locked. Pat said some doors are created for exit but not re-entry.</li> <li>Mark Law said RRMS had lockout on 10.16.18 and students were waiting outside for 20 minutes to complete class period. Pat McGough said to stay put.</li> <li>Pat McGough says CPPS needs to practice their lockdown drill. Gym was not secure and CPPS needs a solution for hiding in the gym. Pat McGough and Tim Woodley discussed getting a contractor to secure gym door and flip the panic device.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>CPPS practiced second drill. Pat confirms it was a big improvement. Door needs to be prepped for lockset. <b>Lockdown protocol – Can music be played over the intercom during the lockdown?</b> Safety</li> </ul>	Tim Woodley	Ongoing

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	<p>committee says no. Tim says principals need to communicate with special needs teachers and masking the sound with music is not a solution. Tim W. suggests students use noise cancelling headphones. Jeff Chambers says in a real emergency we don't have time to put headphones on and teachers need to train keeping students calm during a real emergency.</p> <ul style="list-style-type: none"> <li>Staci Ball says teachers liked having drill without notice. What do we do when kids are in bathroom or hallways? Principal suggested students start knocking on doors if they are locked out. Pat says, "No." Students need to find a hiding spot and not knock on door in clear sight. Get out of sight. Find a safe hiding place. Jeff Chambers says principals determine when drills happen and if they are prompted or a surprise. Staci Ball says the voice on the intercom is unsettling for special needs students.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>Tim suggests that students with sensory and noise concerns wear headphones to prevent dramatic reactions during drills.</li> <li>Mark Law said school staff is not improving on lockout/lockdown drills. Trillium Creek gym is visible from the outside and TCPS principal shared concern with keeping students in the gym during a lockout.</li> <li>Staci Ball says classroom training is needed for lockout/lockdown procedures. Jeff Chambers says debriefing after drills counts as training.</li> </ul> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Ongoing. Jeremy says announcements on radio are helpful.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Staci Ball recommends ongoing training for school staff about the difference between lockdown and lockout. Pat says we adopted the lockout/lockdown language from I Love You Guys and making sure we are keeping language consistent across the district. Jeff Chambers says he speaks to school staff during debrief after each lockdown/lockout drill to help them explain the difference. Kathe Monroe will put emergency drills handout in each new hire packet. Jeremy says he noticed many staff members at the first responders breakfast who did not know the difference.</li> </ul> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>Schools are still learning difference between lockout and lockdown. Staci recommends adding colors as a distinguishable difference for drills. Hannah will send Kathe Monroe handout for new hire packets.</li> </ul> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li><b>From Hannah:</b> Rosemont Ridge has had six incidents this year where the fire alarm was triggered. Maintenance confirmed that it was a dusty smoke detector.</li> <li>Pat reported a contractor will be hired during the summer to clean and replace, if needed, all the smoke detectors at Rosemont.</li> </ul>		
18.10.1	<p><b>Environmental Safety and Related Communications on Website</b></p> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Will be added to compliance meeting agenda. Ongoing.</li> </ul> <p><b>12.19.18</b></p> <ul style="list-style-type: none"> <li>Tim confirms that compliance log has been created to remind facilities and maintenance staff when they need to inspect, report, or schedule testing around environmental safety and compliance communications.</li> </ul> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Ongoing. Pat inquires to Tim if it's necessary to put asbestos letter on website. Tim confirms it's a public record and letter should be added to website. Pat confirms letters are hanging on the walls at schools but there's no electronic record of it. If paper copy is lost, there's no evidence. He will investigate. Tim says date was changed on when</li> </ul>	Tim Woodley	Ongoing

Item	Description	Responsible Party	Status (due by)
	<p>buildings need to be tested. Tim encourages Pat to investigate and if he goes to jail, have fun. It is confirmed we should post on website.</p> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Staci Ball inquires about asbestos. Two teachers at Bolton say there's open asbestos in their classrooms. Pat McGough doubts there's open asbestos and defining that phrase is difficult. When it's harmful is when it's ingested or inhaled. Pat does not believe students are at risk. There is zero risk at those classroom locations. He says it was tested, sealed and covered. All safety measures have been taken at those locations. Staci asks if we are only monitoring areas that are remodeled. Pat says we identify all areas, not just the remodeled spaces. He confirms the teacher is aware how to identify asbestos. Staci will report back to Bolton. Tim and Pat confirm 3<sup>rd</sup> party environmental safety consultant is hired to handle these concerns. Teacher at Bolton is aware and informed of the work that's already been done.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Jeremy says we completed first two schools, Boeckman Creek and Wilsonville High School, for radon testing. All locations were below the action threshold of 4.0 picocuries per liter. Testing will start on 2/25/19 at Bolton Primary and West Linn High School.</li> </ul> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>Jeremy says West Linn High School and Bolton are complete for radon testing. Both locations were below the action threshold of 4.0 picocuries per liter.</li> </ul> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>Jeremy reported Rosemont and Wood are complete for radon testing. Both locations were below the action threshold of 4.0 picocuries per liter.</li> </ul>		
	<p><b>In case of earthquake, what is the protocol for wheel chair bound students?</b></p> <p><b>12.19.18:</b> Hannah Chow will research and report back to Tim.</p> <p><b>1.16.19</b></p> <p><b>Before an earthquake:</b></p> <ul style="list-style-type: none"> <li>Write down any specific needs, limitations, and capabilities that you have, and any medications you take. Make a copy of the list and put it in your purse or wallet.</li> <li>Find someone (a spouse, roommate, friend, neighbor, relative, or co-worker) to help you in case of an emergency. Give them the list. You may wish to provide a spare key to your home, or let them know where they can find one in an emergency.</li> </ul> <p><b>During an earthquake:</b></p> <ul style="list-style-type: none"> <li>If you are confined to a wheelchair, try to get under a doorway or into an inside corner, lock the wheels, and cover your head with your arms. Remove any items that are not securely attached to the wheelchair.</li> <li>If you are able, seek shelter under a sturdy table or desk. Stay away from outer walls, windows, fireplaces, and hanging objects.</li> <li>If unable to move from a bed or chair, protect yourself from falling objects by covering up with blankets and pillows.</li> <li>If you are outside, go to an open area away from trees, telephone poles, and buildings, and stay there.</li> </ul>	<p>Pat McGough</p>	<p>Ongoing</p>

Item	Description	Responsible Party	Status (due by)
	<p><b>After an earthquake:</b></p> <ul style="list-style-type: none"> <li>• If you are trapped, try to attract attention to your location.</li> <li>• Turn on your battery-operated TV or radio to receive emergency information and instructions.</li> <li>• If you can, help others in need.</li> </ul> <p><a href="https://www.cdc.gov/disasters/earthquakes/disabilities.html">https://www.cdc.gov/disasters/earthquakes/disabilities.html</a></p> <ul style="list-style-type: none"> <li>• Pat says we should send this information to schools. Hannah Chow will send memo email to secretaries. Instructions and request to forward to staff being called to assistance during an event.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>• Pat says area of refuge signs have been posted. Jeff and Zac are finalizing sign placement and maps, districtwide.</li> </ul> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>• Doug and Zach have identified areas of refuge for all two story schools. Maps have been send to Andrew. Maps will be sent to SRO's. Andrew will send out earthquake memo.</li> </ul> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>• <b>From Hannah:</b> Andrew sent earthquake memo on 3/27/19 to all secretaries and principals with attached areas of refuge.</li> </ul>		
18.11.3	<p><b>Environmental Safety Concerns</b></p> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>• Staci Ball inquires about asbestos. Two teachers at Bolton say there's open asbestos in their classrooms. Pat McGough doubts there's open asbestos and defining that phrase is difficult. When it's harmful is when it's ingested or inhaled. Pat does not believe students are at risk. There is zero risk at those classroom locations. He says it was tested, sealed and covered. All safety measures have been taken at those locations. Staci asks if we are only monitoring areas that are remodeled. Pat says we identify all areas, not just the remodeled spaces. He confirms the teacher is aware how to identify asbestos. Staci will report back to Bolton. Tim and Pat confirm 3<sup>rd</sup> party environmental safety consultant is hired to handle these concerns. Teacher at Bolton is aware and informed of the work that's already been done. Tim says it's important not to argue with teacher's concern around environmental safety, specifically asbestos testing and removal in buildings.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>• Rosemont Ridge had a gas leak on 2/15/19 at 10:00am. Students were evacuated and reunited with parents. TVF&amp;R, West Linn Police, and NW Natural Gas responded. Principal took care of staff and students while maintenance investigated. TVF&amp;R confirmed there was no continued leak at 12:00pm. Custodial help was sent to church where students were waiting to be reunited with parents. NW Natural tested for leaks and after the testing was clear they confirmed it was safe to re-enter building. General Parts Group tested kitchen equipment and no leaks were found. Report shows the pressure regulator was the cause and it has since been replaced. Friday evening events inside were canceled. Weekend events continued, inside and on fields. Pat confirms the reunification process went smoothly and the radios were very helpful. Staci Ball says Debi and Greg were watching the kids inside and outside of the church working on communicating the same information to parents. Staci confirms that communication with parents worked well. It was a learning experience for the district. Willamette Christian Church was very helpful during and</li> </ul>	Pat McGough	Ongoing



Item	Description	Responsible Party	Status (due by)
	<p>after the reunification. Pat says our reunification protocol is deliberate and well organized but it takes time. Rosemont was cleared for activities on Friday evening.</p> <ul style="list-style-type: none"> <li>Staci Ball spoke to rep from Bolton asbestos in the classrooms who did not know term friable but wonders if the cracks in the ceiling tiles will be a problem. Pat reassures Staci Ball that the cracks are not a problem but if it's damaged we can create a work order. Pat recommends reading AHERA manuals for staff members who have additional questions.</li> </ul> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>Staci confirms no more asbestos questions have come up.</li> </ul> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>Tim and Pat went to The Healthy and Safe Schools Plan meeting. The district is fully compliant and will submit the plan by June.</li> <li>Pat reported there is a new routine for IPM testing. New buildings must be tested before they are occupied.</li> <li>Pat will be working with Three Rivers for IPM testing and record keeping. He will coordinate with them on sending letter to parents.</li> </ul>		
18.11.6	<p><b>Long Range Planning</b></p> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li><b>Board meeting held on January 14<sup>th</sup>, 2019</b> and long range plan discussed. Tim W. highlights long range plan book and projects that are not prioritized but documented in book for funding and future changes such as, Athey Creek High School, creating safe and welcoming schools, increasing access to the arts, addressing growth at the primary level.</li> <li><b>Bond Summit will be held on February 23<sup>rd</sup> at Meridian Creek Middle School</b> so the community can communicate on each of these projects. The community will prioritize each project by placing stickers on project boards to highlight which might take importance. Tim W. discusses how the district retires debt of schools built 20+ years ago so we can continue to process a renewal of our capital bond program. Capital bond work needs to be completed without changing the tax rate. June 2019 resolution will pass to put capital bond out for work in 2020. Campaign committee will develop to discuss projects listed.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>Tim says safety component was adjusted from 4.5 million to 15 million per advice from public relations consultant. Under the Safe and Healthy Schools initiative in the bond proposal, the safety component budget was increased. Bond summit was well received and well attended. Andrew has included all information about bond summit on the website. Tim will host meeting on 3/20/19 and debrief bond summit. A public polling process will help determine what projects will take priority and be sent to the board. Bond will pass, or not, on the November 2019 ballot. The board safety advisory committee was more interesting in secured entrances.</li> </ul> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>	<i>Tim Woodley</i>	
	<p><b>Crossing Guards at Primary Schools:</b></p> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>Crossing guards at primary schools: crossing guards at Wilsonville Road at the Boeckman Creek entrance. Tim and Lindy Sproul were wondering about training for crossing guards. The traffic lights dictate the intersection. What happens when pedestrian indicators are delayed? Ask other districts how many schools use a crossing guard and if they train them first. How many of our schools? WILPS, BCPS, BFPS. Jeff says flaggers are trained before they are put on the street. What equipment should be issued for crossing guards?</li> </ul>	<i>Hannah Chow</i>	

Item	Description	Responsible Party	Status (due by)
	<p>Hannah will research and send details to safety committee. Pat says its covered under SRTS.</p> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>• <b>From Hannah:</b> Community Services reached out to neighboring school districts asking what crossing guard training they provide. Most of them have crossing guard training under their Safe Routes to School program. We spoke with Sandy van Baggen, Senior Trainer and Safety Consultant with Portland Public and she said they provide training with a mix of students and adults. PPS Security Services Department oversees this operation and work with the police department to train volunteers. The police department web page includes a document for parental consent and a traffic patrol pledge.</li> <li>• We spoke to Jeff Halverson on 4/11/19 asking if WLPD does something similar or has a traffic safety program and he said no.</li> <li>• We spoke to Zachary Horowitz, Multimodal Transportation Engineer at ODOT on 4/11/19 and he agreed to act as a consultant to the school district helping us build our program. We have a meeting scheduled with him at ODOT on 4/26/19 to secure the program details.</li> <li>• We spoke with Sheilagh Griffin, Transportation Demand Management Technician at SMART bus company. Sheilagh's position is a two year grant funded position and part of the grant requirements include her partnering with schools in Wilsonville and the school district to educate students on traffic safety. Sheilagh has agreed to be a trainer and facilitator in our crossing guard training program.</li> <li>• Tim will meet with David Pryor and Sheilagh.</li> </ul>		
18.11.8	<p><b>Before and After School Childcare:</b></p> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>• Club K terminated an employee on 3/7/19. Employee threatened self-harm so Club K asked if the doors to Boones Ferry and Lowrie would be locked in case employee comes back. Lockout was initiated at both schools. Pat says the solution might be to give childcare keys. Other solutions might impact arrival/dismissal conveniences. Staci says Trillium Creek keeps the doors locked and they use radios. Proposal is to keep doors locked at all times. Pending approval. Tim believes the childcare provider is responsible for student's safety after school. Mark believes the District should demand a certain level of safety during the day. Pat asks if we should consider isolating the gym during construction of a new primary school. Conversation will continue until solution is reached.</li> </ul> <ol style="list-style-type: none"> <li>1. Do we lock the exterior doors after school while before or after childcare is at school?</li> <li>2. How do we streamline the arrival/dismissal process for parents if all doors are locked?</li> <li>3. Do custodians open the doors for childcare convenience or keep them locked?</li> <li>4. Do you keep doors locked for enrichment classes?</li> <li>5. Do we give keys to childcare groups? Lock box? Card reader?</li> </ol> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>	Tim Woodley	
	<p><b>Safety Training for Substitute Teachers:</b></p> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>• How we ensure that ALL substitutes receive safety training and information about lockout/lockdown, emergency safety guide, etc? Kathe reported this information will be in new employee folder.</li> <li>• How each school prepares its guest teachers for the onset of any emergency. Is there a handbook that we should/could be giving substitute teachers who work in our district? Emergency Safety</li> </ul>	Kathe Monroe	

Item	Description	Responsible Party	Status (due by)
	Guide is located in each classroom. Andrew is having 200 more copies printed.		
19.4.1	<p><b>Parking Issue at West Linn High School:</b>  <b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>Officer Halverson brought forward a parking issue at West Linn High School. Students are parking in a small area on Skyline that is next to the track. Pat said nonpermanent boulders or planters can't be placed there. Tim recommended partnering with the City of West Linn to find a solution that is unified and definite.</li> </ul>		
19.4.2	<p><b>AED at West Linn High School:</b>  <b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>Josh/Mark brought forward the different type of AED located in the library at West Linn HS. Mark looked into this and found out this particular device was donated to the Athletic department at West Linn HS. Since the nurses don't know how to service this one device, it has been removed from the library.</li> </ul>		
19.4.3	<p><b>District Policy on Dogs:</b>  <b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>Stacy asked if there was a district policy regarding dogs in our school buildings. Tim/Pat communicated there is an Administrative policy on this and this would be communicated to administrators.</li> </ul>		

**NEW SAFETY COMMITTEE ISSUES/DISCUSSION:**

- 1.
- 2.

**NEXT MEETING: May 15, 2019 – DOC Conference Room, 7:30 AM**

*Minutes were prepared by Hannah Chow. Please submit in writing any corrections to West Linn-Wilsonville District Safety Committee prior to the next meeting date; otherwise the minutes will stand as reported.* [chowh@wlwv.k12.or.us](mailto:chowh@wlwv.k12.or.us)