



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

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District Safety Committee Meeting Minutes
Wednesday, January 20, 2016; 7:30 AM, WLWSD District Operations Center

A. ATTENDEES:	Name	Location	Present	Absent
	Officer Al Bunch	West Linn HS SRO		X
	Jeff Chambers	OSEA Representative		X
	Officer Patrick Finn	Wilsonville HS SRO		X
	Pam Garza	OSEA Representative	X	
	Paula Hall	District Nurse West Linn & WLEA Representative		X
	Cindy Hepting	Program Coordinator	X	
	Mark Law	Custodial Supervisor	X	
	Pat McGough	Facilities Manager	X	
	Kathe Monroe	Director of Human Resources	X	
	Doug Nimrod, VC	OSEA Representative	X	
	Tim Woodley	Chair, Director of Operations	X	

B. MINUTES REVIEW:

The minutes from all meetings are available on the website: <http://www.wlww.k12.or.us/Page/3135>

C. OUTSTANDING ACTION ITEMS:

Item	Description	Responsible Party	Status (due by)
	1. DISTRICT SAFETY PLAN (booklets) *	<i>Bond Bond Team</i>	Bond Project October 2015
12.9.03	a. Crisis Management Plan updates.		
13.03.2	b. Safety & Health Plan (OSHA) updates.		
15.01.3	c. Emergency Response Plan		
14.4.3	2. Classroom numbers District-wide 8-19-15: Pat updated us on the progress of this project. Maps and building drawings are being gathered.	<i>Bond Project/Pat</i>	Ongoing

Item	Description	Responsible Party	Status (due by)
	<p>9-16-15: Pat received plans from DOWA. They have renumbered and permanent numbers will be placed on every door.</p> <p>11-18-15: Final plan has been received from DOWA-IBI.</p> <p>12-16-15: Numbers have been ordered. Plans are in place to install.</p> <p>1-20-16: The two high schools will be the first buildings to install numbers. If numbering discrepancies are found, DOWA will be notified to review. A recent bill created a state database of all school plans. Pat will find out who to contact so that we send updates to them. Wilsonville schools will be worked on first.</p>		
14.11.2	<p>3. Bond Safety Component - This committee will be the stewardship group for the safety components of the bond.</p> <p>9-16-15: Tim received a request for fans at Arts & Tech HS. Pat will put separate ventilation system for the science teacher at WHS. He contracted with Mechanical Engineering for this work.</p> <p>12-16-15: Work completed.</p>	Committee	Completed
15.3.1	<p>4. Safe route to schools at Lowrie</p> <p>8-19-15: New map is being created due to build-out. Tim will review it with the principal and Legend Housing.</p> <p>9-16-15: Tim met with Patrick and adjusted the Lowrie map.</p> <p>Trillium – When the school opened, the community was concerned about driving habits. Hidden Springs Rd and that neighborhood. Tim reached out to the police. The next day the police were visible. Tim talked to neighbors and they appreciated the police presence. Tim mentioned that a big component of the safe routes to schools is teaching students how to be safe in biking and walking.</p> <p>Boones Ferry – New crossing signals were installed. Principal asked if they need crossing guards. Tim said Boeckman and Boones Ferry will continue to have crossing guards to educate kids on how to use crossing signals.</p> <p>10-21-15: Lowrie has stopped putting out the signs. The new bridge has changed things out there. Children safety signs are being placed by neighborhood groups.</p> <p>11-18-15: We have stopped putting out signs. The bridge is open.</p> <p>12-16-15: Completed.</p>	Tim	Completed
15.3.7	<p>5. Quarterly Inspections – These are safety inspections that should be done at each site.</p> <p>4-15-15: Inspections are now being done by Mark Law and custodial staff with a more comprehensive form. The goal is that he will do this with staff and take pictures and give to Cindy to create a report.</p> <p>5-20-15: Three have been completed, but reports will not be done until work orders are created and work is done.</p> <p>8-19-15: We will talk to SAIF about doing some of our quarterly inspections.</p> <p>10-21-15: No update available.</p> <p>11-18-15: A meeting has been scheduled to redesign how these are completed. We will report back in December.</p> <p>12-16-15: Remo re-created a new form worksheet for onsite inspections.</p> <p>1-20-16: Remo put together a plan to track things. Mindy updated Mark's floor plan book. Mark will begin inspections next week.</p>	Mark/Pat	Ongoing
15-4.1	<p>6. Intercom System and communication issues in various places in the District.</p> <p>5-20-15: Some schools have received upgrades to their system.</p> <p>8-19-15: Curt and Pat have worked to correct and improve systems. These are being done by highest priority order.</p> <p>12-16-15: We will check with Curt for current inventory of completed projects and what is left to do. Schools need to understand how to use the new system.</p> <p>1-20-16: Seven schools are complete and three that only need minor items. The new system is compatible with our system. Four schools need complete new systems installed. This work has been done with the help of</p>	Curt/Tim	Ongoing

Item	Description	Responsible Party	Status (due by)
	designated funds from the bond projects. Curt is working on a list of schools that need work done outside of the bond's scope of work. This will include projected cost. Sunset will not be done since it is being rebuilt. There was some discussion about having this system at the DOC and Admin.		
15-10.1	<p>7. Elert & Associates Site Visits – reports will be provided with recommendations for improvements in the area of safety for each school. The first report is ready for Tim and Cindy to review today.</p> <p>11-18-15: Cindy reported that four of the fifteen assessments has been received as of today. Also, Michael is scheduled to speak to the admin team and a board member on December 15th regarding their findings and recommendations.</p> <p>12-16-15: All reports are completed. They are completing a district-wide summary report and will submit it to us soon. Each report has a matrix of prioritized issues. These will be combined as a district-wide matrix which will assist us in prioritizing issues. Michael presented a summary report of the site assessments to the administrative team.</p> <p>*</p>	Committee	12-16-15
15-11.1	<p>8. Lamps and portable heaters at school. Cindy read an email received asking if the District has any policy or protocol on lamps at school, since they noted that they see them left on overnight and wondered about the safety of it. Pat shared that we do not have a policy or protocol, but we do discourage bringing lamps. Desk lamps are okay, but do need to be shut off at the end of each day. Paula asked about portable heaters. Pat shared that we discourage portable heaters and would rather a work order was created if someone is uncomfortable. Maintenance would investigate and try to make changes to create a more comfortable environment. We do not actively manage lamps and portable heaters. Pat and Cindy will create two safety moments. One on lamps and one on portable heaters.</p>	Pat/Cindy	February 2016

NEW SAFETY COMMITTEE ISSUES:

1. Bat Phones – These have been installed.
2. Tim and Jennifer Spencer-Iiams participated in a task force on safety. About 40 people representing school districts attended. It was the Clackamas County Sheriff's school safety task force. The topic was threat of harm and assessments for students that need them. There will be another meeting in January.

Student Safety:

Student safety is important and we are creating a plan. A prioritized list of improvements will be created at each site and as funding comes available, these items will be completed. Tim reviewed the selection process and site assessments that have recently been completed by Elert & Associates. Reports have been completed for each school. These are not for public view. The information is protected by homeland security. Through this work, a prioritized list has been created to improve security at each building. Elert's Michael Rozlin gave a presentation to the administration. The committee reviewed the executive report provided by Elert. What are the next steps? To get there, Tim called the bond group plus Curt Nelson to review and discuss what "Next Steps" could be. Tim recommends that a steering committee be created. Tim and Aaron Downs will meet to start talking about how to move forward. Bill will be involved as well. The steering committee should include operations, HR, Supt's office, Technology, principal, classified, SRO, parent, board member, certified staff, and student services. Threat assessment has its own definition and it involves school staff recognizing students' needs for intervention. Jennifer is an expert in threat assessment. Now that the site assessments have been completed, the next step is to

have Elert create the Emergency Response Plans for each site that are site-specific. Then, someone needs to meet with the principal to go over this plan. Then, a presentation should be done with each PTA group at each school. This should be discussed also at a level meeting to give principals an opportunity to attend safety seminar/training. Student safety training should be a requirement for principals. Tim will meet with Aaron to get things started. A proposal will be put together around the scope of work for Elert to start on the Emergency Response Plans for each site.

ST, WLHS, AC, IWD, RR, LW, TC – these schools have communication systems completed.

NEXT MEETING: February 17, 2016 – DOC Conference Room, 7:30 AM

Minutes were prepared by Cindy Hepting. 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. heptingc@wlwv.k12.or.us