



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

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District Safety Committee Meeting Minutes
Wednesday, January 22, 2014; 7:30AM, WLWSD District Operations Center

| A. ATTENDEES: | Name | Location | Present | Absent |
|---------------|----------------------|--|---------|--------|
| | Pam Garza | OSEA Representative | | X |
| | Paula Hall | District Nurse West Linn & WLEA Representative | X | |
| | Cindy Hepting | Program Coordinator | X | |
| | Officer James Keen | Wilsonville HS SRO | X | |
| | Mark Law | Custodial Supervisor | X | |
| | Pat McGough | Facilities Manager | X | |
| | Officer Blain McKean | West Linn HS SRO | | |
| | 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/315>

C. OUTSTANDING ACTION ITEMS:

| Item | Description | Responsible Party | Status (due by) |
|---------|--|-------------------|-----------------|
| 12.9.03 | Crisis Management Plan booklet updates: (archived some of the notes) 4-17-13: The updated booklets will be published this summer and distributed. 5-15-13: Tim and Cindy reported that the OSBA books will have another update before we can use them. They will add sections on lock in and lock out as well as intruder response. | <i>Committee</i> | Fall 2014 |
| 13.03.2 | District Safety and Health Plan – updated in 2006. Needs to be updated and add sections on student safety, building security, and flight teams. Kathe shared that a plan has been created around Hep B vaccinations. We will include this information in the Safety & Health Plan. 4-17-13: Updates are ongoing, the plan is posted online. 11-20-13: There is currently no common language and process. This is | | Summer 2014 |

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| | concerning. The governor is taking this seriously and plans to give consistency and prescribed action plans to all schools in Oregon. Tim is currently watching drills take place in our schools. | | |
| 13.03.3 | Review safety related board policies. Recommend updates when applicable (refer to letter dated 1/14/13 from Bill Rhoades) 4-17-13: Board policies are pushed out from Salem and reviewed on a regular basis. | | Completed |
| 13.03.4 | Cell Towers: We have a policy on cell towers, but we have found areas in our District where we have no or low cell reception – which is a safety issue for the District. 4-17-13: We are moving toward wanting to repeal the board policy on cell towers. Research is being done around cell towers in and around the district now. 5-15-13: Cell towers relate to safety since they are a strong part of our ability to communicate from building to building. We currently do not have full coverage. Curt has commissioned an audit of every building by a contractor. This report will inform us on where we have coverage challenges. Law and policies are being review. [board policy repealed] 10-16-13: Curt is working on this issue. 1-22-14: Tim reported that AT&T came through and showed interest in some of our property sites. The Advance site is being considered. | <i>IT Dept.</i> | Summer 2014 |
| 13.05.2 | In schools, specifically the science department, the topic of chemical storage should be discussed. 9-18-13: This is a site-based safety issue regarding proper storage. Pat and Doug will talk to Jim O’Connell about training and protocol. 1-22-14: Doug met with Jim. He has respectfully declined to pursue this issue. | <i>Pat/Doug</i> | Completed |
| 13.11.2 | Pat brought forward a concern about four classrooms in the two new schools where there appears to be no hiding place. They are the two behind the kitchen server areas both upstairs and downstairs. Pat wondered if blackout shades should be installed that could be pulled down when needed. Tim shared concern that when kids are in porches they could be seen from anywhere. Tim said we would solve this issue at both locations for these eight unique classrooms. Pat will install blinds. As we hear of unsafe situations, we will address them. 1-22-14: Pam Garza is ordering what is needed for this issue. | <i>Pam</i> | Feb 2014 |
| 13.11.3 | Officer Keen shared that each building has a knoxbox on the outside where the local fire department keeps building keys. In some cases, the fire departments share access to these boxes. TVF&R has not shared access yet. They also discussed some way of identifying classrooms and exterior doors from the outside of a building so the area could be quickly identified. Officer Keen reports that he has met with TVF&R and they may allow access soon. 1-22-14: It would be possible to create another “knox box” type of situation and make that accessible. SOR’s already have secure boxes in their station. Officer Keen has all the keys needed. He could be contacted at any time. It was determined that we can work around this issue safely. | <i>Pat</i> | Completed |
| 13.11.2 | District ID Badges – Tim will send out an email to principals reminding them that District ID Badges are the official badge – not school specific badges. 1-22-14: Tim emailed principals about the official ID Badge. | <i>Tim</i> | Completed |
| 13.11.3 | Crosswalk issue at WLHS – Tim will work with a parent to solve the issue of people not stopping to allow people to cross safely. 12-18-13: Pat and Tim met with the police dept. and there is a restructuring taking place that may eliminate some street parking to create a drop-off area. Civil engineering will be done to create an organization to the parent drop-off | | Summer 2014 |

| Item | Description | Responsible Party | Status (due by) |
|---------|---|-------------------|-----------------|
| | and safety to school for students. A formal assessment is being created. 1-22-14: All efforts around solving this issue were put on hold. There is no designated place to drop students off. Tim brought in professionals (DKS Traffic Engineer) to recommend an interim plan to drop students off safely at WLHS. They will also review the entire site for traffic assessment. They will prescribe traffic movement, signage, etc. They are also studying Willamette to move the ADA parking as well as Bolton for drop off and pick up. | | |
| 13.12.2 | Boones Ferry gym 1 floor was damaged by leaking, frozen sprinkler pipes. It will be closed until February 1 st for repairs. 1-22-14: Floor is curing. | Pat | Feb 2014 |

NEW SAFETY COMMITTEE ISSUES:

New Safety issues:

1. The School Board adopted the Long Range Plan. Now, we are working on the CIP. A Bond Summit is scheduled for Saturday, February 22nd, to contemplate what projects should be included in a future bond. There is one project that is for student safety and security.
2. Officer Keen brought an ORS which provides state required drills and instruction on fires, earthquakes, other safety threats. At least 30 minutes will be used for training with each drill. During the summer, Officer Keen will review all Wilsonville area safety plans. The “I Love You Guys” safety protocol is a good one to follow and we may be able to adopt this plan as our own.
3. Another items from the “I Love You Guys” foundation, is a standard reunification method for following up after an emergency. Tim encouraged the committee members to visit the “I Love You Guys” website and become familiar with the site. Tim will refer to this site with communication in regard to school safety.

NEXT MEETING: February 19, 2014 – District Operations Center, 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