



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

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District Safety Committee Meeting Minutes
Wednesday, March 16, 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)
14.4.3	1. Classroom numbers District-wide 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 updated floor plans to them. Wilsonville schools will be worked on first. 3-16-16: Pat reported that Wilsonville High School is almost completed for this numbering inside the building.	<i>Bond Project/Pat</i>	Ongoing
15.3.7	2. Quarterly Inspections – These are safety inspections that should be done at each site.	<i>Mark/Pat</i>	Ongoing

Item	Description	Responsible Party	Status (due by)
	1-20-16: Remo put together a plan to track things. Mindy updated Mark's floor plan book. Mark will begin inspections next week. 2-17-16: Mark has four completed. 3-16-16: Mark reported that six have been completed.		
15-4.1	3. Intercom System and communication issues in various places in the District. 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 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. 2-17-16: All schools may be completed over spring break. 3-16-16: Three schools will be completed during spring break: Bolton, Cedaroak, and Arts & Tech HS.	Curt/Tim	Ongoing
15-11.1	4. Lamps and portable heaters at school. Pat and Cindy will create two safety moments. One on lamps and one on portable heaters. 2-17-16: These will go out very soon with a disclaimer that these are discouraged. 3-16-16: Cindy will send out the one for heaters.	Pat/Cindy	February 2016
16-1.3	5. Student Safety – Tim will meet with Aaron and Bill and recommend that a steering committee is formed to define the next steps of a student safety plan. The committee will have the following representatives: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> a. Operations b. HR c. Supt's office d. Technology e. Principal f. Parent </div> <div style="width: 45%;"> <ul style="list-style-type: none"> g. Classified Staff h. SRO i. Board Member j. Certified Staff k. Student Services </div> </div> 2-17-16: Tim and Aaron met to discuss this topic. Our next step is to coordinate with Elert & Associates to create a template for site safety management plan for each school. Elert would then move forward in creating an emergency response plan for each school and one district plan. An updated booklet for classrooms will come out of this work. Staff training would be defined. Tim would then take the plan and meet with all parent groups. This will include reunification plans. 3-16-16: Elert has been contracted to create written emergency safety plans specific for each school. The school board has been going through all safety related board policies and checking for needed updates. Elert will develop also a district-wide safety management plan. Tim read their tasks assigned to them. Once these plans are completed, Tim will go to all schools in the district and speak to the parent groups about their specific plan. Pat reported that one school is insisting that maintenance people check in, even though they are wearing their ID Badge. Officer Finn shared that the same thing happens with the police even in uniform. We will ask Elert to make this part of their training. It is really the responsibility of those in the building to stop people and ask questions.	Tim Woodley	On-going

NEW SAFETY COMMITTEE ISSUES:

1. Tim reminded this committee that we are in the midst of a superintendent search. Safety should be an important part of this search. Tim will talk about this in conversation throughout this process with a goal that a new superintendent will be concerned about safety.
2. AED's – Pat reported that there has been some question about who repairs them when the need maintenance. Pat's department will mount a new box, but other than that they will not be involved in the maintenance of AED's. When one malfunctions, Paula will order a new box,

rather than ordering parts to repair. There is no company that repairs these items due to the liability.

District-Wide Emergency Management

- Reports –
 - Crisis Management Plan updates.
 - Safety & Health Plan (OSHA) updates.
 - Emergency Response Plan
- Site Visits –
 - Elert & Associates Site Visits – reports will be provided with recommendations for improvements in the area of safety for each school.
11-18-15: Cindy reported that four of the fifteen assessments have been received as of today.
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.
 - 1-20-16: Michael presented the findings to the administration team and a board member. The District-wide assessment has been reviewed. This project has been completed.
- Emergency Site Plans (Crisis Management Plan) will be created for each school. Remo will create a proposal to assign this work to Elert.

NEXT MEETING: April 20, 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