



**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 Meeting Minutes**

**Wednesday, March 19, 2014; 7:30 AM, WLWSD District Operations Center**

<b>A. ATTENDEES:</b>	<b>Name</b>	<b>Location</b>	<b>Present</b>	<b>Absent</b>
	Pam Garza	OSEA Representative		<b>X</b>
	Paula Hall	District Nurse West Linn & WLEA Representative	<b>X</b>	
	Cindy Hepting	Program Coordinator	<b>X</b>	
	Officer James Keen	Wilsonville HS SRO	<b>X</b>	
	Mark Law	Custodial Supervisor	<b>X</b>	
	Pat McGough	Facilities Manager	<b>X</b>	
	Officer Blain McKean	West Linn HS SRO	<b>X</b>	
	Kathe Monroe	Director of Human Resources		<b>X</b>
	Doug Nimrod, VC	OSEA Representative		<b>X</b>
	Tim Woodley	Chair, Director of Operations	<b>X</b>	

Guest: Jeff Chambers, OSEA Representative.

**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:**

<b>Item</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Status (due by)</b>
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. 3-19-14: Cindy will check in with OSBA on the updates.	<i>Committee</i>	Fall 2014

13.03.2	<p>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 &amp; Health Plan.</p> <p>4-17-13: Updates are ongoing, the plan is posted online.</p> <p>11-20-13: There is currently no common language and process. This is 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.</p> <p>3-19-14: Continuing work on updating. Cindy will call Clackamas County Sheriff's office to see if they are planning on another meeting.</p>		Summer 2014
13.03.4	<p>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.</p> <p>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.</p> <p>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. <b>[board policy repealed]</b></p> <p>10-16-13: Curt is working on this issue.</p> <p>1-22-14: Tim reported that AT&amp;T came through and showed interest in some of our property sites. The Advance site is being considered.</p> <p>2-19-14: Talks are continuing with Curt Nelson.</p> <p>3-19-14: Tim and Curt are discussing this and help is coming. This is tabled.</p>	<i>IT Dept.</i>	Closed
13.11.2	<p>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.</p> <p>1-22-14: Pam Garza is ordering what is needed for this issue.</p> <p>3-14-14: The blackout curtains or shades are on order to allow closure in emergency situations in places where these would work. Officer McKean also mentioned that we should apply for safety grants to supply funds for these type of safety fixes.</p>	<i>Tim</i>	April 2014
13.11.3	<p>Crosswalk issue at WLHS – Tim will work with a parent to solve the issue of people not stopping to allow people to cross safely.</p> <p>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</p>	<i>Officer McKean</i>	ASAP

Item	Description	Responsible Party	Status (due by)
	<p>organization to the parent drop-off and safety to school for students. A formal assessment is being created.</p> <p>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.</p> <p>2-19-14: Tim working with traffic engineer on the design of a temporary short term solution. Coning and or curb balls that move out to Skyline, let drop off happen at the street. Tim will work with the city. Next phase, Summer 2014, Skyline &amp; A street, re-stripe, signage &amp; get rid of bike lanes. In front, bikes and cars can co-mingle.</p> <p>3-19-14: We have a plan and the City is reviewing the plan. Officer McKean will help move this forward. Bolton and Willamette are being reviewed by traffic engineers.</p>		
14.1.2	<p>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. Tim will communicate this out.</p> <p>2-19-14: Officer Keen: law says we have to look at the lock-in lock-out plan every year. Will include Officer McKean to make sure we are consistent – get everybody on same page.</p> <p>3-19-14: Tim sent a communication to principals on this new law.</p>	<i>Tim</i>	Completed
14.1.3	<p>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. This plan may be adopted by WLWSD.</p> <p>2-19-14: Tim – Becomes full plan</p>	<i>Watching</i>	In progress
14-2.1	<p>Tim: we are required to have a certain amount of fire &amp; earthquake safety per month. Office Keen said the amount is 1 hr. per month. After the drill, teacher will talk about it to the children. Stranger/intrusion was recently added. Every school is required by law to have lock in lock out drills and include uninvited stranger. Tim sent information to all the principals. He talked to Joel at Athey the most about it. District is required to train children and employees. Buildings have emergency team. Plan, have drill and debrief. Day or announced drill, instruction happens before the drill. Another bill is going to legislature that expands that. Tim will get it for the committee.</p> <p>3-19-14: Tim sent the video to the District Safety Committee for review. The language used is different than what we’re currently using. Tim believes it still is helpful for teachers to watch keeping in mind the language used is different. It is a good example of awareness. We could add instruction about terminology at the end or beginning. Officer Keen will make a call Captain Rhoades. to see if the county will create a video using common language which</p>	<i>Tim</i>	Waiting for state or county standardized communication

Item	Description	Responsible Party	Status (due by)
	<p>could be used by all school districts. Tim will call the governor regarding this issue. Officer McKean said that if we cannot show the video, we need to share at least two things:</p> <p>1 – get kids away and hid</p> <p>2 – when law enforcement comes in they are after the bad guy – not there to help them</p>		
14-2.2	<p>Tim concerned about instruction teachers using a pre-recorded video. He talked to Jane. Tim looked at a video that Officer McKean gave to him. He thought it was a good video.</p>	<i>Tim</i>	March 2014
14-2.3	<p>Bond Summit: Tim: Feb. 22, WLHS. Talk about capital projectors, long range plans. One project is Student Safety &amp; Security, budgeted amount that Safety Committee will have stewardship &amp; responsibility for budget, talk about how it will get done, will talk about this at Safety meetings.</p> <p>3-19-14: The bond summit took place and was successful. This is in public process of the school board making a decision. There is a safety component.</p>	<i>Tim</i>	Ongoing
14-2.5	<p>Abandoned cars: Pat: incident at Trillium, abandoned car, would have grid locked school. Had to be there for 72 hrs. to have it towed unless we had signs posted. Are we willing to post signs? Pat will research the ORS law. Tim said to send out a picture of the sign. Towing company will give signs if we decide to post signs.</p> <p>3-19-14: Pat will post signs.</p>	<i>Pat</i>	Completed
14-2.6	<p>Communication Plan with parents: Tim gave everyone a copy of a letter from Ginger Fitch, parent/lawyer. Tim met with her. She went to Board Mtg. &amp; addressed the issue of Parent involvement and information, what the parents can do to help, they are a resource and school district is not using them per Ginger. Tim addressed the Board, we do need to do an outreach to parents. PTA can be used for this. Tim said a Power Point needs to be put together. Needs to be presented to every school. Power Point with narrative outline, reunification instructions. Question and Answers. Larger school districts have safety departments. Tim told board he will put this together. Power Point will be reviewed by Safety Committee and Bill's team. After approved, will be presented at each of the schools. Kathe mentioned video could possibly be shown at the sub training for sub teachers. Mark recommended District Safety Day or week. Kathe asked what committee can do to help. Paula said she will talk to PTA's about presenting Power Point. Maybe later in the spring.</p> <p>3-19-14: This is still on-going.</p>	<i>Tim</i>	Spring 2014
14-2.7	<p>Voice compatible Fire Alarms: Pat talked about code revisions happening to fire alarms, either July 1 or Oct. 1, not sure. New requirement, fire alarms have to be voice compatible. Every time we have to do work on a fire alarm, we have to bring it up to code. Existing fire alarms, cost could triple. New fire alarm maybe 20% more than regular fire alarm. Tim said Curt put money in tech plan to have building wide intercoms in buildings. Pat found about 8 spaces at RR that could not hear intercom.</p> <p>3-19-14: Pat shared that rewiring needs to be done in existing buildings. Newer buildings are okay. Units would be upgraded. If these codes are put in place, we need to be prepared with this expense. The issues at Rosemont were resolved.</p>	<i>Pat</i>	Summer or fall 2014

**NEW SAFETY COMMITTEE ISSUES:**

New Safety issues:

1. Stranger Danger. National school resource officer site.
2. Pat outdoor signage: Exterior window numbering system so response officers can see what class number from outside. Red letters/numbers on white was chosen. Location will be determined. Each sticker is \$132. The total estimate is about \$10,000. Tim approved the expenditure. These will begin at the two high schools.
3. ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) Active shooter response training is being advertised. There was concern about whether it was in line with what our law enforcement has already learned. It was decided that maybe one person should attend and report back.

**NEXT MEETING: April 16, 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](mailto:heptingc@wlwv.k12.or.us)