



**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, April 16, 2014; 7:30 AM, 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                               | x       |        |
|               | Kathe Monroe         | Director of Human Resources                    | x       |        |
|               | Doug Nimrod, VC      | OSEA Representative                            | x       |        |
|               | Tim Woodley          | Chair, Director of Operations                  | x       |        |

Guest – Jeff Chambers

**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) |
|---------|---|-------------------|-----------------|
| 12.9.03 | Crisis Management Plan booklet updates: (notes archived) 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. We are awaiting this update. | <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  |                   | Summer 2014     |

| Item    | Description  | Responsible Party     | Status (due by)  |
|---------|--|-----------------------|--|
|         | B vaccinations. We will include this information in the Safety & Health Plan. (notes archived)<br>4-17-13: Updates are ongoing, the plan is posted online and will be updated as needed.   |                       |  |
| 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. (notes archived)<br>3-14-14: Officer McKean also mentioned that we should apply for safety grants to supply funds for these type of safety fixes. | <i>Tim</i>            | April 2014   |
| 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. (notes archived)<br>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.  | <i>Officer McKean</i> | ASAP   |
| 14.1.3  | 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. This plan may be adopted by WLWSD.<br>2-19-14: Tim – Becomes full plan  | <i>Watching</i>       | In progress  |
| 14-2.1  | Fire & earthquake safety requirements (notes archived)   | <i>Tim</i>            | Waiting for state or county standardized communication |
| 14-2.2  | Video regarding dangerous intruder is being reviewed. (notes archived)   | <i>Tim</i>            | March 2014   |
| 14-2.3  | Bond safety component. (notes archived)  | <i>Tim</i>            | Ongoing  |
| 14-2.6  | Communication Plan Powerpoint for PTA groups to share. (notes archived).   | <i>Tim</i>            | Spring 2014  |
| 14-2.7  | Voice compatible Fire Alarms: will this become code? (notes archived)  | <i>Pat</i>            | Summer or fall 2014                                    |

### NEW SAFETY COMMITTEE ISSUES:

New Safety issues:

1. Pat observed lock in drills and Bolton and Sunset. Bolton went well but no voice in corridors. Sunset did not go well. Could not hear in corridors. A couple of teachers reported not hearing it on their phones even though they knew it was going to happen. Sunset does not have a functioning intercom. Mark said the library is a fish bowl. Pat added that there is no place to hide in the library so he suggested to Lisa that they go in the gym.

2. Tim has seen several schools do several drills together. Officer Keen said the State has not put together protocol on how to carry out drills.
3. Pat reported that Doug Nimrod has started putting outside window identification stickers in the schools. Approx. \$10,000.00 for stickers.
4. Wheelchair safety issue was resolved: Paula/Pat reported that a wheelchair tipped over with student in it. A temporary solution has been put in place for this year. Next year, this class will be moved to another room at the school.
- 4.5. Tim said that Parent Street at Bolton is closed off during the day while it is used as playground. Neighborhood walkers want to walk through. IA's at the school are concerned about unidentified people walking through during the school day. Tim working with city on sidewalk. Sidewalk will be created summer 2014, new bus drop off and parent pick-up plan. Tim will meet with Bolton parent about specific concern.
- 5.6. Tim said that there is going to be a traffic light installed this summer at the Rosemont/Salamo intersection. Concern about safe route to schools. Parent wants sidewalk down Skyline. Tim will meet with parent to discuss concerns.
- 6.7. Pat brought up people at Athey Creek parking in the red curb zone. Officer cannot ticket cars parked in the red zone because this is private property. Towing companies will not tow cars unless we have signs posted. Pat said he is going to post towing signs at the site entrances of each school.
- 7.8. Officer Keen said that within the next few weeks there are several anniversaries, Boston Marathon, Columbine, etc. and Hitler's birthday. Law enforcement - heightened vigilance.

**NEXT MEETING: May 21, 2014 – District Operations Center, 7:30 AM**

*Minutes were prepared by Toni Bullock and 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)*