



**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 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)
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. 4-20-16: Seven schools have been completed inside.	<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. 4-20-16: Mark reported that eleven schools 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. 4-20-16: Curt and Tim have discussed this project. How we use this system will be included in the Emergency Management Plan. Maintenance staff, building engineers may also be trained in using this system.	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. 4-20-16: We will not send these out since Mark reported that in his inspections this is no longer an issue.	Pat/Cindy	Completed
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: a. Operations b. HR c. Supt’s office d. Technology e. Principal f. Parent g. Classified Staff h. SRO i. Board Member j. Certified Staff k. Student Services 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. 4-20-16: An initial tabletop exercise was completed with Elert. We concluded that we will take longer through spring and reorganize in the fall.	Tim Woodley	Completed

Item	Description	Responsible Party	Status (due by)
16-3.1	6. Superintendent Search – safety oversight.	Tim Woodley	Ongoing
16.3	7. Elert is working with the district on creating a District-wide emergency management plan.	District Safety Committee	Ongoing

NEW SAFETY COMMITTEE ISSUES:

1. HB 4075 – Statewide school safety tip line must be established. Tim shared information shared by our superintendent with details.
2. Surveillance Video cameras – discussion around who manages these and how they are maintained. This will be included in the Emergency Management Plan.
3. Radio communication – Pat reported that the current set up most schools are using with 2-way radios, are not up to code. Those are not for business use. How we communicate on site will be included in the Emergency Management Plan.
4. GAO Emergency Management – Improved Federal coordination could better assist K-12 schools to prepare for emergencies. Efforts are being made to gather information to better understand the scope of the issue.
5. Pat reported that locksmiths have come up with a door knob that will lock the door electronically by the push of a button from a faub. The button will only lock the door – not unlock. It is a safety function. There is a light inside that shows red, so a teacher will know it's locked. Any safety feature the district implements would be included in the Emergency Management Plan.

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.
 - 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 created a proposal to assign this work to Elert.
 - An initial Tabletop exercise was completed with Elert & Associates.

NEXT MEETING: May 18, 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