



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

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District Safety Committee Meeting Agenda
Wednesday, May 18, 2016; 7:30 AM, WLWSD District Operations Center

A. ATTENDEES:	Name	Location	Present	Absent
	Officer Al Bunch	West Linn HS SRO		
	Jeff Chambers	OSEA Representative		
	Officer Patrick Finn	Wilsonville HS SRO		
	Pam Garza	OSEA Representative		
	Paula Hall	District Nurse West Linn & WLEA Representative		
	Cindy Hepting	Program Coordinator		
	Mark Law	Custodial Supervisor		
	Pat McGough	Facilities Manager		
	Kathe Monroe	Director of Human Resources		
	Doug Nimrod, VC	OSEA Representative		
	Tim Woodley	Chair, Director of Operations		

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 at each site.	<i>Mark/Pat</i>	Ongoing
15-4.1	3. Intercom System and communication issues in various places in the District. 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.	<i>Curt/Tim</i>	Ongoing
16-3.1	4. Superintendent Search – safety oversight.	<i>Tim Woodley</i>	Ongoing
16.3 16.4- 1,2,3,4	5. Elert is working with the district on creating a District-wide emergency management plan. a. HB 4075 Statewide School Safety Tip Line will be established b. Surveillance Video Cameras – Management and maintenance c. Radio Communicaiton – Meet standards for communication tools d. GAO Emergency Management – gather info and assist districts e. Special Classroom Door locks that function by faub	<i>District Safety Committee</i>	Ongoing

NEW SAFETY COMMITTEE ISSUES:

1.

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