



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

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**District Safety Committee Meeting Minutes**  
**Wednesday, May 21, 2014; 7:30 AM, WLWSD District Operations Center**

<b>A. ATTENDEES:</b>	<b>Name</b>	<b>Location</b>	<b>Present</b>	<b>Absent</b>
	Officer Jim Finn	Wilsonville HS SRO		<b>X</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>
	Officer Dan Kraus		<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, and Officer Dan Kraus.

**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: (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. 5-21-14: include dangerous intruder information. Include fire and earthquake safety.	<i>Committee</i>	Fall 2014

<b>Item</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Status (due by)</b>
13.03.2	District Safety and Health Plan – updated in 2006. Needs to be updated. Consider adding these sections: student safety, building security, flight teams, Hep B vaccinations. (notes archived) 5-21-14: include dangerous intruder		Summer 2014
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). May want to apply for safety grants. 5-21-14: Pam is checking on suppliers and options for solving this safety issue.	<i>Tim</i>	Summer 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) 5-21/14: Tim reported that we are going through a process with the City of West Linn for this plan. A full report has been written and reviewed by the City. Design drawings have been created. Construction drawings have been prepared and are being reviewed. Bid will take place this summer.	<i>Officer McKean</i>	Summer 2014
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. This will become the plan.	<i>Watching</i>	In progress
14-2.1	Fire & earthquake safety requirements (notes archived)	<i>Tim</i>	Added to 12.9.03 Completed
14-2.2	Video regarding dangerous intruder is being reviewed. (notes archived)	<i>Tim</i>	Added to 12.9.03 Completed
14-2.3	Bond safety component. (notes archived) 5-21-14: Tim reported that on Monday night the board referred a capital bond staff to create a resolution and ballot title for action by the board in June. There will be a safety component in this bond with funding. Voice compatible Fire Alarms: will this become code in October.	<i>Tim</i>	June 2014
14-2.6	Communication Plan Powerpoint for PTA groups to share. (notes archived). 5-21-14: Add to safety and health section. 12.9.03	<i>Tim</i>	Completed
14-2.7	Voice compatible Fire Alarms: will this become code? (notes archived) Add to bond component (will become code) Oct	<i>Pat</i>	Added to 14-2.3 Completed
14-4.3	Doug installing outside window room identifying stickers for emergency response. Cost approx. \$10,000. 5-21-14: stickers were ordered and received. They began installation, but were asked to stop since interior room #'s did not match architect plans. This will increase the original expected cost.	<i>Pat</i>	Summer of 2014
14-4.5	Bolton Parent Street closed down during school hours. Community wanting to use it for walking. Tim working with City on sidewalks. 5-21-14: Tim met with parent. Issue resolved.	<i>Tim</i>	Completed
14-4.6	Traffic lights being installed this summer on Rosemont/Salamo intersection. Tim will discuss with concerned parents.	<i>Tim</i>	Completed

## **NEW SAFETY COMMITTEE ISSUES:**

New Safety issues:

1. Paula has a few items to add to the Crisis Flip charts. One involves making a copy of the student's Data Verification Form whenever 911 is called. The other is addressing the steps to take for bloodborne pathogens exposure.  
5-21-14: we will send out a safety moment. Paula will help write. These will be sent out quarterly and will include links to forms.
2. Officer Dan Kraus reported that a new SRO Officer, Patrick Finn, will be serving at Wilsonville High School. He comes with 30 years of experience. He will begin in the Fall.
3. It was noted that when 9-1-1 is called, the District needs to be notified. There were a couple incidents where officers were present and officers called 9-1-1 with their radio and the call did not go into our system to where notification went out. If someone (school staff) observes the officers addressing an emergency, they need to activate the school notification system.
4. Officer Kraus asked to be added to the District Safety Committee distribution list. He also asked that Officer Finn be added to this list.
  - a. [patfin@clackamas.us](mailto:patfin@clackamas.us)
  - b. Officer Kraus

## **NEXT MEETING: June 18, 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)