



**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, June 18, 2014; 7:30 AM, WLWSD District Operations Center

| A. ATTENDEES: | Name | Location | Present | Absent |
|----------------------|----------------------|---|----------------|---------------|
| | 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 | |
| | Officer James Keen | Wilsonville HS SRO | | X |
| | Officer Dan Kraus | | | 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. 5-21-14: include dangerous intruder information. Include fire and earthquake safety. Paula wants to add a section on making a copy of the student's Data Verification Form whenever 911 is called as well as the steps to take for | <i>Committee</i> | Fall 2014 |

| Item | Description | Responsible Party | Status (due by) |
|---------|---|-----------------------|-----------------|
| | bloodborne pathogens exposure. | | |
| 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 |
| 14-2.3 | 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> | 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 |
| 14-5.1b | Paula brought forward a concern about employees following the proper steps for a bloodborne pathogens exposure. It was decided that a safety moment will be created by Paula and Cindy and sent out quarterly to remind employees. Postponed until next school year. | <i>Cindy</i> | Sept 2014 |

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. Tabled for September.

2. How we respond to reports of illness as far as cleaning routines came up as a topic. This will be tabled until September.
3. Lock in-Lock out drills need to be done by each school as required by House Bill 2789. This committee needs to emphasize this important safety drill.
4. During the summer months, this meeting will take place at 8 am.

NEXT MEETING: July 16, 2014 – District Operations Center, 8:00 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