



**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, July 16, 2014; 8:00 AM, WLWSD District Operations Center**

<b>A. ATTENDEES:</b>	<b>Name</b>	<b>Location</b>	<b>Present</b>	<b>Absent</b>
	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 Dan Kraus	Wilsonville		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:**

<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. 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	<i>Committee</i>	Fall 2014

Item	Description	Responsible Party	Status (due by)
	<p>steps to take for bloodborne pathogens exposure.</p> <p>7-16-14: Tim updated the group on his findings for updating the Crisis Management Plan, including information from a Safety training he attended put on by COSA. OSBA let us know that they are not updating the booklet but have decided to adopt the “I Love You Guys” foundation’s protocol to move forward. It includes a reunification plan – which requires administrators to be trained. The next step would be to completely understand this protocol and then present it to the board for adoption. Then, practice should follow in schools. Communication with parents is important. Tim asked the law enforcement officers to attend the board meeting where the plan is presented for adoption. This could be September or October. Cindy will notify the committee. Tim will also include the importance of original architect classroom numbers in regard to safety.</p>		
13.03.2	<p>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)</p> <p>5-21-14: include dangerous intruder</p> <p>7-16-14: Tim will review this plan next week. He and Cindy will work on updates.</p>	<i>Tim</i>	Fall 2014
13.11.2	<p>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.</p> <p>5-21-14: Pam is checking on suppliers and options for solving this safety issue.</p>	<i>Tim</i>	Summer 2014
13.11.3	<p>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)</p> <p>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.</p> <p>7-16-14 Design is completed. The City has approved the plan. We hope to have this work done before school starts.</p>	<i>Pat</i>	Summer 2014
14.1.3	<p>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. This item will be combined with the Crisis Management Plan action item above.</p>	<i>Combining with action item above</i>	
14-4.3	<p>Doug installing outside window room identifying stickers for emergency response. Cost approx. \$10,000.</p> <p>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.</p> <p>7-16-14: This had to be put on hold due to school re-naming classrooms. We will work on applying permanent numbers based on the architect plans. When this is completed, we will number the outside.</p>	<i>Project On Hold pending architect numbers being put on all doors</i>	Ongoing

Item	Description	Responsible Party	Status (due by)
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
14-6.2	How we respond to reports of illness as far as cleaning routines came up as a topic. This will be tabled until September.	<i>Pat</i>	Sept 2014
14-6.3	Lock in-Lock out drills need to be done by each school as required	<i>Pat</i>	Sept 2014

### NEW SAFETY COMMITTEE ISSUES:

#### New Safety issues:

1. Bolton pedestrian safety is being addressed. The plan needs to be approved by the City and this will not be done before school starts in the Fall. Tim will have a plan B to put in place at the start of school.

### NEXT MEETING: September 17, 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)