



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

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**District Safety Committee Agenda**

**Wednesday, October 16, 2019; 7:30 AM, WLWSD @ District Operations Center**

**A. ATTENDEES:**

<b>Name</b>	<b>Location/Title</b>	<b>Present</b>	<b>Absent</b>
Staci Ball	WLEA Representative	X	
Jeff Chambers	Maintenance Supervisor	X	
Hannah Chow	Community Services Manager	X	
Officer Stephanie McCluskey	Wilsonville HS, SRO		X
Pam Garza	OSEA Representative	X	
Officer Jeff Halverson	West Linn HS, SRO	X	
Josh Harrel	District Nurse	X	
Mark Law	Custodial Supervisor	X	
Pat McGough	Facilities Manager	X	
Kathe Monroe	Director of Human Resources		X
Jeremy Nichols	OSEA Representative	X	
Doug Nimrod, VC	OSEA Representative	X	
Aaron Downs, C	Assistant Superintendent & Director of Operations	X	

**B. MINUTES REVIEW:**

The minutes from all meetings are available on the website: <http://www.wlww.k12.or.us/Page/10597>

**C. EXISTING ACTION ITEMS:**

<b>Item</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Status (due by)</b>
19.1-9	<p><b>Emergency Operations Plan</b></p> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>3.20.19</b></p> <ul style="list-style-type: none"> <li>Reviewed with nurses, reviewed and had training with CREST. Go-kit was delivered at CREST on 3/20/19. We have completed an</li> </ul>	<i>District Safety Leadership Team</i>	<i>Ongoing</i>

	<p>emergency operation plan for Three Rivers Charter School. Tim will meet with Nic Chapin, head master at Three Rivers, to review.</p> <ul style="list-style-type: none"> <li>• District will help Three Rivers in compliance with the Healthy and Safe Schools act: lead, lead in water, radon, and IPM.</li> <li>• District will not charge Three Rivers to incorporate them into our emergency operation plan. Adding them to the district plan will provide continuity as Three Rivers students transition to the high schools.</li> <li>• Three Rivers will be included in an environmental safety plan starting SY19-20 July 1, 2019.</li> <li>• Jeff Halverson will act as SRO.</li> </ul> <p><b>4.17.19</b></p> <ul style="list-style-type: none"> <li>• Three Rivers S-EOP was approved and signed for on 4/10/19 by Nic Chapin. Go kit was reviewed and signed for. Six emergency safety guides were delivered, one for each classroom and one for the front desk. Three Rivers have formed their school safety leadership team (SSLT) consisting of the principal, two secretaries, and a teacher. They meet every week.</li> </ul> <p><b>5.15.19</b></p> <ul style="list-style-type: none"> <li>• There was a Safety training for office staff of DO and DOC. The focus was on reunification. Reviewed the rolls for an offsite reunification. Training was well received.</li> <li>• Aaron Downs will be taking on the position of interim Operations Director. In the EOP he has a specific roll and would also have an additional roll. Both rolls are a vital part of the EOP. The DSLT will meet to review Aaron's two rolls and decide if everyone should move up.</li> <li>• Tim reported there will be security on site for the Wilsonville HS graduation ceremony at Rolling Hills Church. The District will let the church know what security group will be used. Only one uniformed armed officer would be needed. Officer Dolan has been asked to be present. Pat will work out the details and will report back on this.</li> </ul> <p><b>6.19.19</b></p> <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>• Hannah Chow will remain as record keeper for the S-EOP's and meet with principals in September 2019 to update the pages.</li> <li>• Aaron Downs spoke with Rolling Hills about a nationwide initiative to increase safety and security at graduation. The safety/security relationship between Rolling Hills and the District has been positive but as the District grows, they are suggesting to improve security.</li> <li>• Principals have been asked to review building plans.</li> <li>• Hannah and Pat will connect about getting West Linn PD updated maps.</li> </ul> <p><b>9.18.19:</b></p> <ul style="list-style-type: none"> <li>• Ongoing. Aaron requests feedback from SRO's. Jeff Halverson confirms the principals and staff are supportive and willing to implement the school safety plan.</li> <li>• Pat will send Stephanie McCluskey maps and floorplans.</li> <li>• Stephanie and Jeff H. will meet with staff at Three Rivers to discuss their safety plan.</li> <li>• Pat sends a question to the DSLT: If the first lockdown drill is announced, can the second one be unannounced? Aaron is working with DSLT to make sure our drills are as realistic as possible i.e. active shooter training, unannounced lockdown drills, unannounced evacuations.</li> <li>• Aaron identifies that the district is always readily available to attend drills and debrief with the principals. Jeff Chambers confirms that the teachers are improving every time they train for each drill. He</li> </ul>		
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	<p>suggests to continue training with purpose and identifying areas of improvement.</p> <ul style="list-style-type: none"> <li>• Aaron wonders if the principals and district staff are continuing to think about the worst case scenario and improving on our practices to debrief and find areas to improve on.</li> <li>• Aaron says when there are open campuses, especially at a high school level, we have to practice drills when students are outside, during lunch. Pat confirms the primary schools are practicing drills during recess. Stephanie confirms Aaron’s suggestion on practicing “real life” situations.</li> <li>• Increasing awareness and importance of School Safety Leadership Teams in each school to discuss “real life” emergencies. DSLT can encourage these meetings within each building. Staci Ball offers help in the communication process.</li> </ul> <p><b>10.16.19:</b></p> <ul style="list-style-type: none"> <li>• First Responders Breakfast on Wednesday, October 9 was scheduled to review emergency plans and protocols. Table top exercises are helping to train and inform District staff. Two more meetings are scheduled for this school year. Jeff Chambers and Mark Law agree that it’s beneficial and informative for all participants. Josh believes that different perspectives are helpful bringing the police department, TVF&amp;R and school district together. Jeff Halverson will encourage other sergeants to attend.</li> <li>• Hannah Chow is continuing to work on updates and record keeping for the 2019-20 school year and has met with most principals to review individual school plans.</li> </ul>		
19.1-9	<p><b>Safe Routes to Schools</b></p> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>• SRTS open house scheduled 1.29.19 at Trillium Creek for City of West Linn. Morgan Palmer with City of West Linn is helping facilitate. Public comment and input will be received at open house on 1.29.19. District will advertise through listserv.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>• Open house on 1.29.19 went well. Hannah is working with Morgan Palmer at the City of West Linn to develop an action plan for SRTS in West Linn. A work session with City Council is planned for March 4<sup>th</sup>, 2019 at West Linn City Hall to discuss action plan.</li> </ul> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>• City of West Linn passed bond to improve streets for SRTS. Action plan has been developed with the help of the district. City is prioritizing street projects using maps provided from the district. After open house at Trillium Creek in January, City of West Linn will bring projects to city council and discuss where to start. City of Wilsonville has assigned Sheilagh as their SRTS spokesperson. They wanted the district to be involved in their action plan for SRTS education. District responsibility by law is to be a consultant for city officials.</li> </ul> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>• ODOT is hosting an upcoming workshop to learn how to apply for “non-infrastructure” grants that can help fund education for things like training SRTS volunteers. I (Hannah) will attend the workshop to meet ODOT’s SRTS program managers and ask questions about the various programs. Morgan Palmer from the City of West Linn will attend the workshop and learn how to apply for SRTS grants. Morgan Palmer is developing an action plan for SRTS in West Linn and the action plan includes the school district acting as a consultant for the City of West Linn’s SRTS plan.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>• The district has coordinated with the city of West Linn and the city of Wilsonville to coordinate crosswalks and create and post maps. Tim will meet with city coordinators to help SRTS have more access</li> </ul>	<p><i>Aaron Downs Hannah Chow</i></p>	<p><i>Ongoing</i></p>

	<p>to PTA groups. Hannah will be attending the Bike to School event at Rosemont.</p> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>David, Hannah and Tim met with Morgan Palmer from City of West Linn and Sheilagh Griffin from SMART on 5/15/2019 to discuss the District's SRTS plan. David will send an email to principals about our Safe Routes to School initiatives and our request to coordinate with PTA members, Sheilagh Griffin will help us organize a crossing guard training program in Wilsonville where instructional assistants and volunteers from West Linn schools can also attend. Morgan will continue working on infrastructure improvements in West Linn and attend the PTA meetings with Hannah for feedback on prioritizing projects. Hannah, Sheilagh and Morgan will create a SRTS action plan to include projects in West Linn and educational programs in Wilsonville. This proposed action plan will be sent to David and Tim for approval.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>Aaron Downs has been in communication with Trillium Creek. The PTA is considering improving the walking paths and using PTA funds for the improvements. Tim Woodley, David Pryor, and Bob Carlson met to create a plan for the walking path.</li> </ul> <p><b>9.18.19:</b></p> <ul style="list-style-type: none"> <li>Pat McGough brought up sidewalk improvements on Wilsonville Rd. They are making sidewalks ADA accessible. Aaron and Pat have been working with the school board and the city of Wilsonville, on how to handle safe routes to school. Routes to school have been blocked and students are walking in the roadway. The biggest concern is First Student following their existing routes and getting students to school on time.</li> <li>Trillium Creek pathway: neighborhood association requested assistance from the school district and Tim said no.</li> <li>Hannah Chow and Sheilagh Griffin from the SMART bus company are working on a crossing guard training program. They are coordinating with Andrew Kilstrom to film an instructional video to distribute at schools. Hannah will work with facilities to purchase crossing guard training equipment.</li> </ul> <p><b>10.16.19:</b></p> <ul style="list-style-type: none"> <li>Aaron says safe routes to school is becoming more difficult in Wilsonville for infrastructure projects and roadwork. Pat says traffic is backed up on Wilsonville Road near Wood and Boones Ferry.</li> <li>On October 15, Jeff Halverson and WLPD spent time encouraging families and community members to be more aware of the constant flow of pedestrians at school sites. Aaron says crossing guards at high schools historically has not been very popular.</li> </ul>		
19.1-9	<p><b>Drills</b></p> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Ongoing. Jeremy says announcements on radio are helpful.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Staci Ball recommends ongoing training school staff about the difference between lockdown and lockout. Pat says we adopted the lockout/lockdown language from I Love You Guys and making sure we are keeping language consistent across the district. Jeff Chambers says he speaks to school staff during debrief after each lockdown/lockout drill to help them explain the difference. Kathe Monroe will put emergency drills handout in each new hire packet. Jeremy says he noticed many staff members at the first responders breakfast who did not know the difference.</li> </ul> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>Schools are still learning difference between lockout and lockdown. Staci recommends adding colors as a distinguishable difference for drills. Hannah will send Kathe Monroe handout for new hire packets.</li> </ul>	<p><i>Pat McGough Hannah Chow Jeff Chambers Mark Law</i></p>	<p><i>Ongoing</i></p>

	<p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>• Rosemont Ridge has had six incidents this year where the fire alarm was triggered. Maintenance confirmed that it was a dusty smoke detector.</li> <li>• Pat reported a contractor will be hired during the summer to clean and replace, if needed, all the smoke detectors at Rosemont.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>• TCPS has had two false alarms. It has been found there was a program issue with the fire alarm. The fire alarm at BOLPS has a relay issue. Curt is working on getting this fixed.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>• Ongoing</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>• Jared is working at Rosemont to clean the fire heads. He shuts down the system to work on them.</li> <li>• Jeff is excited to attend the lockdown drills and having conversations with principals about timing and safety improvements. These conversations will continue Tim’s mission to increase safety practices. Staci Ball asks about appropriate rooms to contain students during the drills. Jeff recommends classrooms and to avoid the kitchen, commons, and offices. He says to be observant and look for students in the hall before locking the room. Aaron says the conversation has changed for those who are not working in specific rooms but moving throughout the building. If you are in the halls, where do students and teachers go? He says it’s helpful to have District officials attend the drills and continue the conversation.</li> </ul> <p><b>9.18.19:</b></p> <ul style="list-style-type: none"> <li>• Mark suggests focusing district attention on new principals and trainings.</li> </ul> <p><b>10.16.19:</b></p> <ul style="list-style-type: none"> <li>• Mark Law and Jeff Halverson agree that the drills are improving. Mark praises Trillium Creek staff for the lockdown drill on Tuesday, October 15. He said it was one of the best drills the District has seen. Pat says staff take it seriously if law enforcement is present.</li> <li>• Pat says last summer they placed a wrestling mat in the gym. This presents a problem for earthquake drills. Students are lining up against the wall with the most support but the mat is interfering with their drill protocols.</li> <li>• SRO’s met with Three Rivers Charter School on October 15, 2019 to discuss their emergency operations plan.</li> <li>• Aaron says the SRO’s spent a lot of time over the summer getting law enforcement to work with the schools, understanding site floor plans, and reviewing emergency operation plans.</li> <li>• Aaron says principals have been asked what to do if parents and students are outside. Do you bring them inside during a lockout? This topic will be brought to the DSLT. Pat and Josh say school staff have asked similar questions specifically about keys and being able to enter with their key during a lockout. Staci says school staff has recommended to have drills while students and staff are outside. Pat says it’s up to the principal.</li> <li>• Aaron says the DSLT are discussing unplanned drills and not to preplan the drill but have the teachers experience more “real life” situations and unexpected practice times i.e. lunchtime, breaks, etc. There is no plan to hold random drills. Jeff Halverson says principals should bring up “real life” scenarios with their staff. Thinking about what to do beforehand and discussing possible events. Jeff said Kate Donegan at Trillium told her staff the drill will be sometime this week but not the specific time. Pat says he keeps getting questions about putting locks on certain doors that are not designed for locks. Pat encourages staff not to hide in certain rooms/spaces in the school that do not have locks on the doors.</li> </ul>		
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	<ul style="list-style-type: none"> <li>Staci said she was at Trillium during the lockdown drill and a student was worried about law enforcement being able to see them. In a real event, will intruders be able to see them? Staci says the door opened and they were not able to see where her and the student hiding. Pat says they need to hide in rooms with locks. Aaron says during drills to pretend that you were walking in the hall and move to the closest space, preferably in a locked room. Aaron says Elert &amp; Associates recommend certain rooms for hiding and the District needs to practice drills according to their recommendations. Staci says the staff at Trillium is identifying which spaces are appropriate to hide. Jeff Halverson says law enforcement will check all the rooms and for unlocked spaces, if teachers and students are hiding and surprise law enforcement is not the best practice for drills.</li> <li>Staci says it's a two-part concern, places to hide for drills and confidential student files not being accessed.</li> </ul>		
19.2-8	<p><b>In case of earthquake, what is the protocol for wheel chair bound students?</b></p> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Pat says area of refuge signs have been posted. Jeff and Zac are finalizing sign placement and maps, districtwide.</li> </ul> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>Doug and Zach have identified areas of refuge for all two story schools. Maps have been sent to Andrew. Maps will be sent to SRO's. Andrew will send out earthquake memo.</li> </ul> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>Andrew sent earthquake memo on 3/27/19 to all secretaries and principals with attached areas of refuge.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>WLHS has met definition for area of refuge and not all two story schools have met this definition. TVF&amp;R has reported there are requirements for the phrase/wording for area of refuge. Can wording be added to maps for first responders. Insurance provider could assist with correct wording.</li> <li>Jennifer Spencer Iiams will give notice of inclusive practices. The DSLT will sort and correct this in all ways.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>DSLIT is still working on guidelines for students using wheelchairs. Areas of refuge have been identified and signs are placed.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>Ongoing. Student Services are testing wheel chairs. Aaron will follow up. Jeff says they ordered a stair lift and will continue testing at each school.</li> </ul> <p><b>9.18.19:</b></p> <ul style="list-style-type: none"> <li>Ongoing.</li> </ul> <p><b>10.16.19:</b></p> <ul style="list-style-type: none"> <li>Pat says evacuation chairs have been mounted at schools with a second story. The chairs are causing damage to the stairwells. There are strict regulations on the repairs of each stairwell. Pat is wondering how the training practices are going to work since damage is being caused and will take finances to repair. Pat recommends bringing this topic to Jennifer Spencer-Iiams. Doug wonders if the manufacturer has a solution and Pat confirms they said the damage is inevitable. Aaron says they all have been tested. Jennifer and her team will find specifics at each school.</li> </ul>	Pat McGough	Ongoing
19.3-7	<p><b>Environmental Safety Concerns</b></p> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>Staci confirms no more asbestos questions have come up.</li> </ul> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>Tim and Pat went to The Healthy and Safe Schools Plan meeting. The district is fully compliant and will submit the plan by June.</li> </ul>	Pat McGough Jeff Chambers	Ongoing

	<ul style="list-style-type: none"> <li>Pat reported there is a new routine for IPM testing. New buildings must be tested before they are occupied.</li> <li>Pat will be working with Three Rivers for IPM, radon and water testing and record keeping. He will coordinate with them on sending letter to parents.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>Once the charter has been renewed at Three Rivers Pat will move forward with integrating the management of safety and security.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>Healthy and Safe Schools plan is complete.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>Aaron says the Healthy and Safe Schools plan was presented to the school board on July 12<sup>th</sup>. The state has not responded. Pat will update next time.</li> </ul> <p><b>9.18.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>10.16.19:</b></p> <ul style="list-style-type: none"> <li>Pat says revisions are underway for the HASS plan. Aaron needs to sign. The state requests for the District to balance out testing schedules. Jeremy is working on it with Pat. Tim is still listed as the AHERA “competent” person. Pat says he will contact PBS.</li> </ul>		
19.4-6	<p><b>Long Range - Bond Planning:</b></p> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>Abatement and lead paint removal will take place at COPPS and BOLPS this summer. District will use a licensed contractor to complete the process. BCPS will be getting a modular building.</li> <li>Tim reported there are several safety projects that will be included in the next bond. In addition to new schools, new technology will be added. New and secure entries for all schools to include safety glass and shelter locks. Security curtains will also be added.</li> <li>Pat has been working with Jim Mangan around window tinting on the south side of TCPS.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>At the August 5th school board meeting, the board will decide to place the bond in the November elections.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>Ongoing. The District is working with a consultant on a packaged plan to present. They provide a survey with results.</li> </ul> <p><b>9.18.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>10.16.19:</b></p> <ul style="list-style-type: none"> <li>Bond proposition is on the November ballot. Signs are up and information from the communications department have been distributed to schools. Staci says WWEA is having teachers go out and canvas neighborhoods, both after school and on the weekends in both cities. Aaron says administration is knocking on doors on Sundays.</li> </ul>	<p><i>Tim Woodley Aaron Downs</i></p>	<p><i>Ongoing</i></p>
19.3-7	<p><b>Crossing Guards at Primary Schools:</b></p> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>Crossing guards at primary schools: crossing guards at Wilsonville Road at the Boeckman Creek entrance. Tim and Lindy Sproul were wondering about training for crossing guards. The traffic lights dictate the intersection. What happens when pedestrian indicators are delayed? Ask other districts how many schools use a crossing guard and if they train them first. How many of our schools? WILPS, BCPS, BFPS. Jeff says flaggers are trained before they are put on the street. What equipment should be issued for crossing guards?</li> </ul>	<p><i>Hannah Chow</i></p>	<p><i>Ongoing</i></p>

	<p>Hannah will research and send details to safety committee. Pat says its covered under SRTS.</p> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>Community Services reached out to neighboring school districts asking what crossing guard training they provide. Most of them have crossing guard training under their Safe Routes to School program. We spoke with Sandy van Baggen, Senior Trainer and Safety Consultant with Portland Public and she said they provide training with a mix of students and adults. PPS Security Services Department oversees this operation and work with the police department to train volunteers. The police department web page includes a document for parental consent and a traffic patrol pledge.</li> <li>We spoke to Jeff Halverson on 4/11/19 asking if WLPD does something similar or has a traffic safety program and he said no.</li> <li>We spoke to Zachary Horowitz, Multimodal Transportation Engineer at ODOT on 4/11/19 and he agreed to act as a consultant to the school district helping us build our program. We have a meeting scheduled with him at ODOT on 4/26/19 to secure the program details.</li> <li>We spoke with Sheilagh Griffin, Transportation Demand Management Technician at SMART bus company. Sheilagh's position is a two year grant funded position and part of the grant requirements include her partnering with schools in Wilsonville and the school district to educate students on traffic safety. Sheilagh has agreed to be a trainer and facilitator in our crossing guard training program.</li> <li>Tim will meet with David Pryor and Sheilagh.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>Looking into Crossing Guard training for IA's.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>Waiting on SMART bus company grant.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>Ongoing.</li> </ul> <p><b>9.18.19:</b></p> <ul style="list-style-type: none"> <li>According to Pat, the city has no plans to put blinking lights on crosswalks but will add audibles. Pat recommends for Stephanie to connect with Dominique at the city.</li> <li>SMART did not get approved for funding for crossing guard training. The school district will need to provide their own funding and trainer.</li> <li>First Student created a video with friendly reminders on traffic safety.</li> </ul> <p><b>10.16.19:</b></p> <ul style="list-style-type: none"> <li>Hannah Chow is working with Sheilagh Griffin and Andrew Kilstrom to film a training video. Sheilagh will train crossing guards at the schools in Wilsonville. Jeff Halverson and Stephanie McCluskey can help with the filming. Hannah will order vests, signs and equipment.</li> </ul>		
19.3-7	<p><b>Before and After School Childcare:</b></p> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>Club K terminated an employee on 3/7/19. Employee threatened self-harm so Club K asked if the doors to Boones Ferry and Lowrie would be locked in case employee comes back. Lockout was initiated at both schools. Pat says the solution might be to give childcare keys. Other solutions might impact arrival/dismissal conveniences. Staci says Trillium Creek keeps the doors locked and they use radios. Proposal is to keep doors locked at all times. Pending approval. Tim believes the childcare provider is responsible for student's safety after school. Mark believes the District should demand a certain level of safety during the day. Pat asks if we should consider isolating the gym during construction of a new primary school. Conversation will continue until solution is reached.</li> </ul>	Hannah Chow Aaron Downs	Ongoing



	<ol style="list-style-type: none"> <li>1. Do we lock the exterior doors after school while before or after childcare is at school?</li> <li>2. How do we streamline the arrival/dismissal process for parents if all doors are locked?</li> <li>3. Do custodians open the doors for childcare convenience or keep them locked?</li> <li>4. Do you keep doors locked for enrichment classes?</li> <li>5. Do we give keys to childcare groups? Lock box? Card reader?</li> </ol> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>• Aaron says several community groups are using the schools after hours and keys and lock boxes are not provided. How do we secure primary schools while community groups and after care are constantly in and out of the building? Aaron proposes the aftercare providers should streamline their own arrival/dismissal processes and create their own safety/security plan.</li> <li>• Jeff Chambers says the conversation has continued because there is no way to enforce a safety policy after hours.</li> <li>• Jeremy Nichols asks who has legal responsibility of students after hours. Aaron says the District works with groups to maintain security in the building and make sure they are following the terms and conditions set for facility use. Jeremy says the outside groups are not held to the same safety standards after hours.</li> <li>• Jeff says the same standards have not been set for school staff versus community groups using our facilities. Aaron suggests a folder to hand out to substitute teachers and community groups with safety guidelines. Kathe agrees and believes this is a good opportunity to train staff and community members on what safety precautions the District takes to make sure everyone using the facilities are following the same guidelines and educated on District security processes.</li> <li>• Jeff says the night custodians should be following the proper security procedures and acting as leaders to help community groups understand those procedures while they are using the facilities. Aaron suggests providing emergency contact numbers for aftercare providers and community groups.</li> <li>• Staci Ball asks about keyless entry. Pat and Jeff are working on keyless entry at Wilsonville High School and Rosemont for the bathrooms.</li> </ul> <p><b>9.18.19:</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul> <p><b>10.16.19:</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>		
19.4-7	<p><b>Safety Training for Substitute Teachers</b></p> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>• How we ensure that ALL substitutes receive safety training and information about lockout/lockdown, emergency safety guide, etc? Kathe reported this information will be in new employee folder.</li> <li>• How each school prepares its guest teachers for the onset of any emergency. Is there a handbook that we should/could be giving substitute teachers who work in our district? Emergency Safety Guide is located in each classroom. Andrew is having 200 more copies printed.</li> </ul> <p><b>5.15.19:</b></p>	Kathe Monroe	Ongoing

	<ul style="list-style-type: none"> <li>The Nursing department has had some concern from parents over whether subs have had safety training. Josh reported that subs are not currently trained on medical protocol, but that staff in buildings have been trained. Can we find a way to train effectively? Will wait for Kathe Monroe to respond.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>Kathe Monroe will place information in new hire packets and provide the same materials for classrooms so substitute teachers have training materials available.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>Kathe Monroe says the handouts are being provided to all substitutes and employees. Additional safety procedures will be added to annual trainings. She says multiple phone calls are received in HR every year about safety protocols.</li> </ul> <p><b>9.18.19:</b></p> <ul style="list-style-type: none"> <li>Barb, David, and Aaron have advised all schools to create safety folders for substitutes. Feedback has been positive from the principals with assurance that they will provide the right material for subs. Aaron says the high schools have a lot of questions about training subs and safety protocols.</li> </ul> <p><b>10.16.19:</b></p> <ul style="list-style-type: none"> <li>Ongoing.</li> </ul>		
19.4-6	<p><b>Parking Issue at West Linn High School</b></p> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>Officer Halverson brought forward a parking issue at West Linn High School. Students are parking in a small area on Skyline that is next to the track. Pat said nonpermanent boulders or planters can't be placed there. Tim recommended partnering with the City of West Linn to find a solution that is unified and definite.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>Tim went up to WLHS to look at what is going on with the parking issue. There is room for seven cars, but not built for parking. Also not a good spot to back out from. He reported there is a plan around the next bond for additional parking and stadium improvements. Tim will be meeting with the City Engineer, Lance Calvert.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>Additional parking is included in the next bond.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>Aaron says concerns are being addressed and we will continue to work with the City of West Linn. Ongoing.</li> </ul> <p><b>9.18.19:</b></p> <ul style="list-style-type: none"> <li>Closed on November 6<sup>th</sup>. We hope.</li> <li>Aaron says there is a concern about the 16 year olds getting to school safely with all the parking issues. If bond passes, there are plans to extend parking at the high school.</li> <li>Pat says parking spots at the high school exceed what is allowed. Once stadium is expanded, more parking will be added but not enough to accommodate what the community believes they need.</li> <li>Aaron says larger events present a problem with parking and the community.</li> </ul> <p><b>10.16.19:</b></p> <ul style="list-style-type: none"> <li>Ongoing.</li> </ul>	Pat McGough Aaron Downs	Ongoing
19.6-4	<p><b>Safety Committee Membership</b></p> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>Originally there were two slots for Certified, 2 for Classified, 1 for the Office of the School Nurse, Facility Manager, Custodial Supervisor, HR Director and Operations Director. Over time we have added Maintenance Supervisor, one more Classified and 2 SRO's. In any case, the Community Services Manager is the secretary/record-keeper to the committee.</li> <li>Bylaws –</li> </ul>	Aaron Downs	

	<p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>• Jeff Chambers discusses history of the safety committee and how it was formed. Staci Ball will continue as the teacher representative.</li> </ul> <p><b>9.18.19:</b></p> <ul style="list-style-type: none"> <li>• Connecting the DSLT with the safety committee. Guest, Andrew Kilstrom, is attending to discuss new board policies. Aaron and Pat will create draft of bi-laws and create membership guidelines. Pat says Doug Nimrod, Pam Garza, and himself are part of the original safety committee.</li> </ul> <p><b>10.16.19:</b></p> <ul style="list-style-type: none"> <li>• Aaron is creating a draft of by-laws.</li> </ul>		
19.9-2	<p><b>Safety Guidelines Setting up for Events</b></p> <p><b>9.18.19:</b></p> <ul style="list-style-type: none"> <li>• Staci Ball asks about standing on chairs, tables, and desks to hang things up. Pat says, according to teachers in certain buildings, it's a requirement to stand on chairs, tables, etc. Staci says teachers want safety guidelines on using ladders, especially during the district art show. If no guidelines, can they operations department help with set up. Pat says no and there are modules in safety training about ladder safety. We no longer allow students to use scissor lifts. Times are changing and there's a safety risk in allowing students to use ladder higher than four feet tall. Pat is not willing to put the district at risk of exposure allowing students using tall ladders. Aaron says working with Peter Mercer, they agreed to control the use of equipment, including ladders, to hang items in the schools. Aaron says adults like art teacher, Christopher Sottola-Hart have acquired training on scissor lifts for art exhibits and other events.</li> </ul> <p><b>10.16.19:</b></p> <ul style="list-style-type: none"> <li>• Pat received an email from a principal and teacher wondering what the committee decided. Decision was delivered and principal appealed the decision. The school staff claim it's not workable and they need to find a safe way to hang student art. Pat recommends for the custodial staff and maintenance staff to assist setting up for events. Staci says the four foot ladders are workable. Aaron thanks Pat for engaging with the appeal and any communications should be consistent. Pat says training will be provided on scissor lifts to allow maintenance and custodial staff to help set up for events. Not everybody is allowed to use lifts. Summer training is scheduled for operations staff but teachers are not typically trained and should not be using the lifts.</li> </ul>		
19.10-1	<p><b>Identifying Lockout/Lockdown Announcements</b></p> <p><b>10.16.19:</b></p> <ul style="list-style-type: none"> <li>• Email to Staci Ball from Lauren Butcher, teacher at Willamette: Ms. Butcher says, "Willamette had a lockout last week. There was a lot of scary feelings surrounding this, and one common talking point a lot of teachers are mentioning is teachers having to distinguish between "2 boings" and "3 boings", and the speaker not being clear when we need it to be. Even with the best of intentions it is really hard at times to recognize if its 2 or 3. Having similar sounds for very different circumstances is making people really uneasy...especially experiencing a real lock out (people thinking they heard lock down and being extremely scared). Are these signals something the state is using/just our district? Can we have a simpler clearer sound to distinguish a lock out vs lock down. For example, it's so easy to know when we need to leave the building for a fire because of the 1 very clear signal it gives."</li> </ul> <p>Pat says the "boings" are pre-recorded and universal. He recommends bringing this topic to Curt Nelson and possible the DSLT. Aaron says the modules came to the District, are pre-set, and cannot be changed.</p>		

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**NEW SAFETY COMMITTEE ISSUES/DISCUSSION:**

1. Fire drill at West Linn High. Staci says teachers claim the September fire drill at West Linn High did not go very well. There's a congested computer room they were evacuated through. Greg reached out to Pat about that specific corridor. Pat says it's an exit corridor that has to remain clear and they need to find another space to store old technology equipment. Jeremy says there used to be more space but when the renovation occurred, the room got smaller and the equipment keeps piling up. Pat has informed the school and IT.
2. Black coach horse beetles in classrooms biting students at Rosemont Ridge. Staci will speak to Debi.
3. Josh says there's a specific process for medication administration during aftercare hours. What is the best plan to protect student privacy policies while still able to administer medications according to the students' schedules.  
Josh says the nursing staff are trying to find solutions to dispose of insulin needles. He recommends boxes. Maintenance staff will mount them and work order will be submitted.

**NEXT MEETING: November 20, 2019 – DOC Conference Room, 7:30 AM**

*Minutes were prepared by Hannah Chow. 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.* [chowh@wlwv.k12.or.us](mailto:chowh@wlwv.k12.or.us)