



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

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**District Safety Committee Agenda**

**Wednesday, October 18, 2017; 7:30 AM, WLWSD @ District Operations Center**

A. ATTENDEES:	Name	Location/Title	Present	Absent
	Jeff Chambers	Maintenance Supervisor	X	
	Cindy Crowder	Program Coordinator	X	
	Officer Jason Dolan	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
	Doug Nimrod, VC	OSEA Representative	X	
	Tim Woodley, C	Chair, 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. OUTSTANDING ACTION ITEMS:**

Item	Description	Responsible Party	Status (due by)
16-6.2	<b>1. Radon Testing will be done by 2021 in every space that can be occupied.</b> <b>7.20.16:</b> <ul style="list-style-type: none"><li>Pat reported that Radon Testing plans and protocols have been developed and approved by Oregon Health Authority (OHA).</li></ul> <b>9.21.16:</b> <ul style="list-style-type: none"><li>Plan completed and used as model by other districts.</li></ul> <b>10.19.16:</b> <ul style="list-style-type: none"><li>Compliant in time, we have until 2021 to test the entire district and scheduling needs to be completed (testing Oct-March)</li></ul> <b>11.16.16:</b>	<i>Pat McGough</i>	Ongoing

Item	Description	Responsible Party	Status (due by)
	<ul style="list-style-type: none"> <li>Testing in all district buildings required (starting 2017). Testing must occur from October – March, Monday – Thursday so the school is in full occupancy. Will conduct about 5 locations annually including two new schools for 2017 so they pass prior to opening.</li> </ul> <p><b>12.21.16:</b></p> <ul style="list-style-type: none"> <li>Create master schedule/roster for both radon and water testing at a set of a fifth of the schools annually in 2017/2018</li> </ul> <p><b>2.15.17:</b></p> <ul style="list-style-type: none"> <li>Jeff and Pat enrolled in a state certified class that focuses on radon, will be state certified as Radon Test Agents (to take place in May).</li> </ul> <p><b>5.17.17:</b></p> <ul style="list-style-type: none"> <li>Pat and Jeff both passed their tests/classes are now licensed Radon Certified Testers.</li> </ul> <p><b>6.21.17:</b></p> <ul style="list-style-type: none"> <li>Will begin testing this fall.</li> </ul> <p><b>9.20.17</b></p> <ul style="list-style-type: none"> <li>Certification in process and will be getting quotes for test kits (at a cost per kit).</li> </ul> <p><b>10.18.17</b></p> <ul style="list-style-type: none"> <li>We have our certification and quotes for approximately \$20 per kit – checking to see if we can get a reduced rate.</li> </ul>		
16-7.1	<p><b>2. Bond Construction Updates</b></p> <p><b>3.15.17:</b></p> <ul style="list-style-type: none"> <li>Two schools that will have new shelter door locks (MCMS &amp; SUPS) – first in Oregon to implement this at a school.</li> <li>In design for the perimeter fencing around COPS scheduled for April 1<sup>st</sup>; Wilsonville entry in design as well. Getting through permitting process for both.</li> </ul> <p><b>5.17.17</b></p> <ul style="list-style-type: none"> <li>Busiest construction time of year in terms of projects – it will impact most schools. Safety for the public will be a primary focus to direct people away from the construction sites. We have re-enforced closures and signage to communicate with patrons.</li> </ul> <p><b>6.21.17</b></p> <ul style="list-style-type: none"> <li>Once MCMS and SUPS open, we will invite West Linn and Wilsonville Police to get familiarity with the schools and their new features. Floorplan will also be provided to local law enforcement. Every building is numbered with permanent numbers both indoors and outside the window. These two new schools will enforce entrance through the front office (front office banks will be locked during the school day). Boeckman and Bolton are up for discussion for summer 2018.</li> </ul> <p><b>9.20.17</b></p> <ul style="list-style-type: none"> <li>First day of school was a great success across the district!</li> </ul> <p><b>10.18.17</b></p> <ul style="list-style-type: none"> <li>Lots of start up activities at both new facilities. Possibility that Meridian Creek may still need a mailbox that's streetside. Design is starting up at Boeckman Creek and Bolton which will have controlled entry.</li> </ul>	Pat McGough	Ongoing
17-5.2	<p><b>3. District Safety Website</b></p> <p><b>5.17.17:</b></p> <ul style="list-style-type: none"> <li>Curt Nelson will be having the IT Specialists working on a District Safety Webpage for student/staff safety and security over the summer.</li> </ul> <p><b>6.21.17:</b></p> <ul style="list-style-type: none"> <li>This will start this summer varying from inclement weather, IPM, radon, bus safety, etc...</li> </ul> <p><b>9.20.17</b></p> <ul style="list-style-type: none"> <li>Not live yet, limited access which is getting updated by IT</li> </ul>	Curt	Ongoing

Item	Description	Responsible Party	Status (due by)
	<b>10.18.17:</b> <ul style="list-style-type: none"> <li>OCR Complaint for ADA Compliance – text coding for a website to read itself aloud (for visually impaired). Website will slowly undergo a change that will meet compliance. Right now, district safety information is all conveyed via PDF files which are not compliant. Continuing to work towards comprehensive and compliant, but this might take more time now with the adjustments required.</li> <li>EOP (Emergency Operations Plan) is being worked on by the District Safety Leadership Team so that it's unique and specific to the district. Compatible with FEMA's protocols and language; follows practices of 'I Love U, Guys' Foundation.</li> </ul>		
17-6.1	<b>4. Exclusion Program</b> <b>6.21.17:</b> <ul style="list-style-type: none"> <li>Recently, a camper has been parked at Inza Wood Middle School and the district does not have any authority or capability to react at this time.</li> <li>Jason Dolan is going to send over information about the Exclusion Program – anyone can sign up for this and it's a database of all addresses that allows the district to agree to statements such as 'as a district, we agree to forbid practices such as camping, doing business, etc...on our sites.' If local police sees these happening, there are no criminal charges the first time (warning), but there is record made and reports to the district. Should it happen again, law enforcement would act as necessary with primary authority.</li> </ul> <b>7.19.17</b> <ul style="list-style-type: none"> <li>West Linn will need to initiate this process, Officer Dolan to move forward Wilsonville</li> </ul> <b>9.20.17</b> <ul style="list-style-type: none"> <li>Officer Dolan to send to Tim Woodley and Officer Halverson to move forward West Linn.</li> </ul> <b>10.18.17</b> <ul style="list-style-type: none"> <li>Officer Dolan provided the Clackamas County Sheriff's Office Exclusion-Trespass Procedure Manual for the District Safety Committee to review (for Wilsonville + Athey Creek, Stafford, District Office, Department of Operations). District Safety Committee moved to advance the manual to the District Safety Leadership Team for review. Officer Halverson is working on the West Linn schools.</li> <li>Likely that another meeting with local law enforcement/leaders might happen in the late fall.</li> </ul>		Ongoing

#### NEW SAFETY COMMITTEE ISSUES/DISCUSSION:

- 1) Inflatable bounce houses have not been permitted on the grounds of the West Linn – Wilsonville School District for some time now, though we often see/hear of school related activities having them present.
  - a. One idea is that each PTA needs to enter an agreement in writing (annually) that would be similar in form to the facility use form. This would ensure that risk, liability, and accountability are assumed to the right organizations.
- 2) New visitor check-in software at the school office called HelpCounter. Parents had to resign up so that they are registered visitors and this software takes a photo. Thousands have signed up – many of which are volunteers.
- 3) There are wonderings if students are/are not pushing the button for the crosswalk from the parking lot to the school at West Linn High School. City Engineer reported that a trial installation will be placed at the crosswalk of West Linn High School to automatically detect activity for safe crosswalk alerts (flashing) without needing to manually push a button.

- 4) Bluetooth has been ordered for all the trucks so all engineers/custodial staff meet the new law regarding no phone use while operating a motor vehicle. One swipe is legal, which is enough to answer an incoming phone call on Bluetooth.
- 5) Wilsonville High School SRO Office is currently labeled STORAGE, needs to be correctly identified. West Linn High School SRO Office room number also needs to be correctly identified/consistent.
- 6) Conversation about crosswalks
  - a. Primary schools have district employees as crosswalk guards, they are reliable and help to train students how to be accountable for themselves and get to school safely. Some parents might initiate a parent group to help with this in other areas within the walking boundary (for example...with traffic cones), but this is not district led.
  - b. Middle schools usually do not unless it's on school property (such as a principal greeting students as they arrive on campus). Students should be trained/able to get to school once they meet middle school level.

**NEXT MEETING: November 15, 2017 – DOC Conference Room, 7:30 AM**

*Minutes were prepared by Cindy Crowder. 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.* [crowderc@wlwv.k12.or.us](mailto:crowderc@wlwv.k12.or.us)