



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

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District Safety Committee Meeting Minutes

Wednesday, November 19, 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 Dan Kraus	Wilsonville		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	Chair, Director of Operations	X	
	Officer Al Bunch	West Linn HS SRO	X	
	Jeff Chambers	OSEA Representative		X

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		

	<p>the student's Data Verification Form whenever 911 is called as well as the 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> <p>9-17-14: Pat thinks they are close to being done. Rooms will have architect classroom numbers finalized. Will do inside building then do outside.</p>	<i>Committee</i>	Fall 2014
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> <p>9-17-14: Paula said Kathe will notify people as they are hired they can go to clinics for Hep B vaccinations. She described what the Flight Team does and the support they give.</p>	<i>Tim</i>	Fall 2014
13.11.2	<p>Classroom Safe Place - 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> <p>9-17-14: Pat needs to get 4 blinds at Trillium and 4 blinds at Lowrie. This needs to be done prior to the first drill.</p> <p>11-19-14: Pat updated the status. Lowrie's blinds are installed but Trillium blinds had to be reordered due to a few inches in difference.</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> <p>9-17-14 Pat stated almost complete.</p>	<i>Pat</i>	Dec 2014

			Status
	11-19-14: Tim reported that some repair work had to be done to a fiber optic line that was hit when digging. Once this work is done, the last sign will be installed.		
14-4.3	<p>Classroom and Outside Numbering - 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> <p>9-17-14: Pat said pretty much the same as above.</p> <p>11-19-14: When this work begins, they will go through and install interior numbers according to architecture plans. This work could be assigned to a project manager and involved communicating the updates to TVF&R and local Police.</p>	<i>Project On Hold pending architect numbers being put on all doors</i>	Ongoing
14-5.1b	<p>Bloodborne Pathogens Protocol - 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.</p> <p>9-17-14 Paula: Student bit IA, followed protocol.</p> <p>Paula will download process documents and give to principals and secretaries. Nothing about process in training. Pat said Cindy will send information out about process in Safety Moments.</p> <p>11-19-14: The safety moment will go out during this school year. Paula shared the work they've done and that this is completed.</p>	<i>Cindy</i>	Completed
14-6.2	<p>Cleaning Protocol during epidemics - How we respond to reports of illness as far as cleaning routines came up as a topic. This will be tabled until September.</p> <p>9-17-14 Pat said it was not possible to clean entire school unless school is closed down for a couple of days. Question, when are we triggered to actually clean entire school. Wiping down one classroom is a waste of time, need to do entire school - will take days. Three things must be done every day: restrooms cleaned, health rooms cleaned and kitchens cleaned. Paula: Sees health rooms that are not cleaned. Paula will talk to Clackamas County Department of Health. Has to be potential for epidemic before we clean school.</p> <p>11-19-14: Paula reported that this item can be closed.</p>	<i>Pat</i>	Completed
14-6.3	<p>Lock down-Lock out drills need to be done by each school as required</p> <p>9-17-14 Pat, Tim or Mark tries to be at one of the lock-in, lock-out drills at each school. We let officers know as we get dates from schools. Schools are required to do 2 per year. We are trying to establish language of lock-in, lock-out. We try to give principals guidance. We are trying to settle on language. Lock-down: some schools said building engineer will lock outside doors but this puts building engineer at risk and keeps police out, so this isn't right. Every school has done one lock-in drill.</p> <p>11-19-14: Tim sent out a notice of lock down lock out protocols. Tim is being notified of each drill scheduled. Someone from OPS is present at each drill as well as officers. Tim also attended a primary level meeting to speak to all primary administrators about drills. Officer Finn</p>	<i>Pat</i>	Sept 2014

Item	Description	Responsible Party	Status (due by)
	mentioned that it would be good if the officers spoke annually to the school staff about drills. This would also provide an opportunity for the SRO's to interact with all staff. Pat is addressing any sites or areas that have communication hindrances. Officer Bunch asked if Three Rivers Charter School is included in email communication regarding drills. Tim let him know they are a stand-alone and are responsible for compliance. Mark shared that as he's observed drills, he has concern about students outside during drills.		
14-9.1	<p>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.</p> <p>9-17-14: Pat said Almost complete, needs to put mailbox back.</p>	Tim	Completed

NEW SAFETY COMMITTEE ISSUES:

New Safety issues:

1. District Wide Safety Presentation – Tim gave a presentation at the last board meeting regarding District safety.
2. Bond Safety Component – The district safety committee would oversee the bond safety component expenditures. A Public Safety professional could be hired to manage safety by way of an RFQ.
3. Worker's Compensation Report – Tim passed out a report/graph showing the worker's compensation claims and the improvement that has taken place in the District. This is evidence of good work being done in the area of safety.

Tim reminded the committee members that December is the anniversary of the New Town incident and to be aware of the concerns this may bring out.

NEXT MEETING: December 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