



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

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District Safety Committee Agenda

Wednesday, November 15, 2017; 7:30 AM, WLWSD @ District Operations Center

A. ATTENDEES:	Name	Location/Title	Present	Absent
	Jeff Chambers	Maintenance Supervisor		
	Cindy Crowder	Program Coordinator		
	Officer Jason Dolan	Wilsonville HS, SRO		
	Pam Garza	OSEA Representative		
	Officer Jeff Halverson	West Linn HS, SRO		
	Josh Harrel	District Nurse		
	Mark Law	Custodial Supervisor		
	Pat McGough	Facilities Manager		
	Kathe Monroe	Director of Human Resources		
	Doug Nimrod, VC	OSEA Representative		
	Tim Woodley, C	Chair, Director of Operations		

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

Item	Description	Responsible Party	Status (due by)
	<ul style="list-style-type: none"> 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. <p>12.21.16:</p> <ul style="list-style-type: none"> Create master schedule/roster for both radon and water testing at a set of a fifth of the schools annually in 2017/2018 <p>2.15.17:</p> <ul style="list-style-type: none"> 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). <p>5.17.17:</p> <ul style="list-style-type: none"> Pat and Jeff both passed their tests/classes are now licensed Radon Certified Testers. <p>6.21.17:</p> <ul style="list-style-type: none"> Will begin testing this fall. <p>9.20.17</p> <ul style="list-style-type: none"> Certification in process and will be getting quotes for test kits (at a cost per kit). <p>10.18.17</p> <ul style="list-style-type: none"> We have our certification and quotes for approximately \$20 per kit – checking to see if we can get a reduced rate. <p>11.15.17:</p> <ul style="list-style-type: none"> 		
16-7.1	<p>2. Bond Construction Updates</p> <p>3.15.17:</p> <ul style="list-style-type: none"> Two schools that will have new shelter door locks (MCMS & SUPS) – first in Oregon to implement this at a school. In design for the perimeter fencing around COPS scheduled for April 1st; Wilsonville entry in design as well. Getting through permitting process for both. <p>5.17.17</p> <ul style="list-style-type: none"> 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. <p>6.21.17</p> <ul style="list-style-type: none"> 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. <p>9.20.17</p> <ul style="list-style-type: none"> First day of school was a great success across the district! <p>10.18.17</p> <ul style="list-style-type: none"> 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. <p>11.15.17:</p> <ul style="list-style-type: none"> 	Pat McGough	Ongoing
17-5.2	<p>3. District Safety Website</p> <p>5.17.17:</p> <ul style="list-style-type: none"> Curt Nelson will be having the IT Specialists working on a District Safety Webpage for student/staff safety and security over the summer. <p>6.21.17:</p>	Curt	Ongoing

Item	Description	Responsible Party	Status (due by)
	<ul style="list-style-type: none"> This will start this summer varying from inclement weather, IPM, radon, bus safety, etc... <p>9.20.17</p> <ul style="list-style-type: none"> Not live yet, limited access which is getting updated by IT <p>10.18.17:</p> <ul style="list-style-type: none"> 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. 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. <p>11.15.17:</p> <ul style="list-style-type: none"> 		
17-6.1	<p>4. Exclusion Program</p> <p>6.21.17:</p> <ul style="list-style-type: none"> 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. 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. <p>7.19.17</p> <ul style="list-style-type: none"> West Linn will need to initiate this process, Officer Dolan to move forward Wilsonville <p>9.20.17</p> <ul style="list-style-type: none"> Officer Dolan to send to Tim Woodley and Officer Halverson to move forward West Linn. <p>10.18.17</p> <ul style="list-style-type: none"> 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. Likely that another meeting with local law enforcement/leaders might happen in the late fall. <p>11.15.17:</p> <ul style="list-style-type: none"> 		Ongoing
17.10.2	<p>5. New 'NO phones' rule while driving</p> <p>10.18.17</p> <ul style="list-style-type: none"> Bluetooth has been ordered for all the trucks so all engineers/custodial staff is able to 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. <p>11.15.17:</p> <ul style="list-style-type: none"> 		
17.10.5	<p>6. SRO Office Labels</p> <p>10.18.17</p>		

Item	Description	Responsible Party	Status (due by)
	<ul style="list-style-type: none"> 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. 		

NEW SAFETY COMMITTEE ISSUES/DISCUSSION:

- 1) UPDATE: 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. Cindy to sign up and report back what information it asks for:
 - a. Name (first, last, legal, any other names)
 - b. Contact info (address, email, phone number, etc)
 - c. Any previous criminal activity?
 - d. Schools interested in helping at (lists all of them)
 - e. Activities interested in?
 - i. Some schools are very detailed with every event or every role. Others are just seeking ‘general volunteers’

NEXT MEETING: December 20, 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