



**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	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> <p><b>11.15.17:</b></p> <ul style="list-style-type: none"> <li>Still looking into this but Jeff checking into rates that vary in \$10-\$12 per kit. Jeff will be getting an update from Radon Tests Corp of America, \$7-\$8 might be workable. There may be statewide pricing for unit kits, but need to make sure that these are going to be compliant for our testing. Most districts contract this work out to companies like PBS (consulting, testing, reporting), but we have two qualified testers.</li> <li>When we start testing, Pat plans to meet with principals and staff to explain the testing.</li> <li>Signs will need to be put out, Communications Director will need to be a part of the conversation. Pat will start connecting with him about when the testing dates get close.</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>	Pat McGough	Ongoing

Item	Description	Responsible Party	Status (due by)
	<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> <p><b>11.15.17:</b></p> <ul style="list-style-type: none"> <li></li> </ul>		
17-5.2A	<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> <p><b>10.18.17:</b></p> <ul style="list-style-type: none"> <li>OCR Complaint for ADA Compliance – text coding for a website to read itself outloud (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> <p><b>11.15.17:</b></p> <ul style="list-style-type: none"> <li>Josh has two-week Nurses meeting today with Jennifer Spencer-Iams with regards to the Emergency Operations Plan.</li> <li>Weekly meetings are still occurring with the District Safety Leadership team to continue working on the EOP.</li> </ul>	Curt Nelson	Ongoing
17-5.2B	<p><b>4. Emergency Operations Plan</b></p> <p><b>10.18.17:</b></p> <ul style="list-style-type: none"> <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> <p><b>11.15.17:</b></p> <ul style="list-style-type: none"> <li>Josh has two-week Nurses meeting today with Jennifer Spencer-Iams with regards to the Emergency Operations Plan.</li> <li>Weekly meetings are still occurring with the District Safety Leadership team to continue working on the EOP.</li> </ul>	District Safety Leadership Team	Ongoing
17-6.1	<p><b>5. Exclusion Program</b></p> <p><b>6.21.17:</b></p> <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> <p><b>7.19.17</b></p> <ul style="list-style-type: none"> <li>West Linn will need to initiate this process, Officer Dolan to move forward Wilsonville</li> </ul>	Jason Dolan  Jeff Halverson  Tim Woodley  District Safety Leadership Team  Pat McGough	Ongoing

Item	Description	Responsible Party	Status (due by)
	<p><b>9.20.17</b></p> <ul style="list-style-type: none"> <li>Officer Dolan to send to Tim Woodley and Officer Halverson to move forward West Linn.</li> </ul> <p><b>10.18.17</b></p> <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> <p><b>11.15.17:</b></p> <ul style="list-style-type: none"> <li>Tim took this to the District Safety Leadership Team, which then brought more comments from the superintendent world to work with students in schools (had a little different view on it). It was recommended that legal be talked with. Legal looked through it, and connected with district leadership members. He cited a bunch of ORS citations that actually provide a path for the district to respond to everything without the exclusion packet entirely. Neither legal nor the superintendent's office feels that we should sign up for this.</li> <li>Legal gave Pat some feedback about a new ORS that allows us to be able to take some action (such as move a car that obstructs operation). Perhaps we should identify a towing company and determine under what circumstances we would call and ask that they remove a car...reach an agreement. Pat has one in mind that we can meet with.</li> </ul>		
17.10.2	<p><b>6. New 'NO phones' rule while driving</b></p> <p><b>10.18.17</b></p> <ul style="list-style-type: none"> <li>Bluetooth has been ordered for all the trucks so all appropriate 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.</li> </ul> <p><b>11.15.17:</b></p> <ul style="list-style-type: none"> <li>All Bluetooth sets were ordered and distributed to appropriate staff members.</li> </ul>	Pat McGough	CLOSED
17.10.5	<p><b>7. SRO Office Labels</b></p> <p><b>10.18.17</b></p> <ul style="list-style-type: none"> <li>Wilsonville High School SRO Office is currently labeled STORAGE, needs to be correctly identified.</li> <li>West Linn High School SRO Office room number also needs to be correctly identified.</li> </ul> <p><b>11.15.17:</b></p> <ul style="list-style-type: none"> <li>Work orders were created and we just need to order the signage</li> </ul>		

#### NEW SAFETY COMMITTEE ISSUES/DISCUSSION:

- 1) **SHORT 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'
  - f. NEXT YEAR: there will be actual background checks for all of our volunteers.

- g. Volunteers are successfully checking in, but are they checking out? Does HelpCounter require it?
- 2) Some staff members are reporting about strong aromas/odors in the school setting (perfumes, colognes, flowers, etc.) that creates distractions. Is there a standard, regulation, or expectation that might be discussed?
  - a. Human Resources (Kathe Monroe) will help with this conversation.
- 3) Keys for substitutes: do we issue substitute teachers keys? At Meridian and Sunset, we do issue these keys as needed. But should we implement this at the other schools as well?
- 4) Shelter lock software at both Meridian Creek and Sunset – at the most basic level, the button works (it locks), but it doesn't unlock with the button, only at the 'administrator' level. IT is concerned that the software is warped with bugs/malfunction with regards to coding. Should this software be delayed?
  - a. Tim will move this to District Safety Leadership Team.
- 5) IT has volunteered to clean computer keyboards, the concern from facilities manager is that when the IT team gets busy, that staff will go to the maintenance and custodial department for help.
  - a. Making a cleaner available to the IT team so they can take care of this as needed.
- 6) District cleaner – School Nurse would like to know if the district sanitizer acts better when it's sprayed and cleaned up immediately. Should it air dry? Should it set?
  - a. Custodial supervisor to assist by getting product number to aide with instructions.

**NEXT MEETING: December 20, 2017 – DOC Conference Room, 7:30 AM**

<p><i>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.</i></p> <p style="text-align: right;"><a href="mailto:crowderc@wlwy.k12.or.us">crowderc@wlwy.k12.or.us</a></p>
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