



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

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District Safety Committee Meeting Minutes
Wednesday, December 16, 2015; 7:30 AM, WLWSD District Operations Center

A. ATTENDEES:	Name	Location	Present	Absent
	Officer Al Bunch	West Linn HS SRO		X
	Jeff Chambers	OSEA Representative	X	
	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	
	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	

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)
	1. DISTRICT SAFETY PLAN (booklets)		
12.9.03	a. Crisis Management Plan updates.	<i>Bond Bond Team</i>	Bond Project October 2015
13.03.2	b. Safety & Health Plan (OSHA) updates.		
15.01.3	c. Emergency Response Plan		
14.4.3	2. Classroom numbers District-wide 8-19-15: Pat updated us on the progress of this project. Maps and building drawings are being gathered.	<i>Bond Project/Pat</i>	Ongoing

Item	Description	Responsible Party	Status (due by)
	<p>9-16-15: Pat received plans from DOWA. They have renumbered and permanent numbers will be placed on every door.</p> <p>11-18-15: Final plan has been received from DOWA-IBI.</p> <p>12-16-15: Numbers have been ordered. Plans are in place to install.</p>		
14.11.2	<p>3. Bond Safety Component - This committee will be the stewardship group for the safety components of the bond.</p> <p>9-16-15: Tim received a request for fans at Arts & Tech HS. Pat will put separate ventilation system for the science teacher at WHS. He contracted with Mechanical Engineering for this work.</p> <p>12-16-15: Work completed.</p>	<i>Committee</i>	Ongoing
15.3.1	<p>4. Safe route to schools at Lowrie</p> <p>8-19-15: New map is being created due to build-out. Tim will review it with the principal and Legend Housing.</p> <p>9-16-15: Tim met with Patrick and adjusted the Lowrie map.</p> <p>Trillium – When the school opened, the community was concerned about driving habits. Hidden Springs Rd and that neighborhood. Tim reached out to the police. The next day the police were visible. Tim talked to neighbors and they appreciated the police presence. Tim mentioned that a big component of the safe routes to schools is teaching students how to be safe in biking and walking.</p> <p>Boones Ferry – New crossing signals were installed. Principal asked if they need crossing guards. Tim said Boeckman and Boones Ferry will continue to have crossing guards to educate kids on how to use crossing signals.</p> <p>10-21-15: Lowrie has stopped putting out the signs. The new bridge has changed things out there. Children safety signs are being placed by neighborhood groups.</p> <p>11-18-15: We have stopped putting out signs. The bridge is open.</p> <p>12-16-15: Completed.</p>	<i>Tim</i>	Summer 2015
15.3.7	<p>5. Quarterly Inspections – These are safety inspections that should be done at each site.</p> <p>4-15-15: Inspections are now being done by Mark Law and custodial staff with a more comprehensive form. The goal is that he will do this with staff and take pictures and give to Cindy to create a report.</p> <p>5-20-15: Three have been completed, but reports will not be done until work orders are created and work is done.</p> <p>8-19-15: We will talk to SAIF about doing some of our quarterly inspections.</p> <p>10-21-15: No update available.</p> <p>11-18-15: A meeting has been scheduled to redesign how these are completed. We will report back in December.</p> <p>12-16-15: Remo re-created a new form worksheet for onsite inspections.</p>	<i>Mark/Pat</i>	Ongoing
15-4.1	<p>6. Intercom System and communication issues in various places in the District.</p> <p>5-20-15: Some schools have received upgrades to their system.</p> <p>8-19-15: Curt and Pat have worked to correct and improve systems. These are being done by highest priority order.</p> <p>12-16-15: We will check with Curt for current inventory of completed projects and what is left to do. Schools need to understand how to use the new system.</p>	<i>Curt/Tim</i>	Ongoing
15-10.1	<p>7. Elert & Associates Site Visits – reports will be provided with recommendations for improvements in the area of safety for each school. The first report is ready for Tim and Cindy to review today.</p> <p>11-18-15: Cindy reported that four of the fifteen assessments has been received as of today. Also, Michael is scheduled to speak to the admin team and a board member on December 15th regarding their findings and recommendations.</p> <p>12-16-15: All reports are completed. They are completing a district-wide summary report and will submit it to us soon. Each report has a matrix of prioritized issues. These will be combined as a district-wide matrix which</p>	<i>Committee</i>	12-16-15

Item	Description	Responsible Party	Status (due by)
	will assist us in prioritizing issues. Michael presented a summary report of the site assessments to the administrative team.		
15-11.1	8. Lamps and portable heaters at school. Cindy read an email received asking if the District has any policy or protocol on lamps at school, since they noted that they see them left on overnight and wondered about the safety of it. Pat shared that we do not have a policy or protocol, but we do discourage bringing lamps. Desk lamps are okay, but do need to be shut off at the end of each day. Paula asked about portable heaters. Pat shared that we discourage portable heaters and would rather a work order was created if someone is uncomfortable. Maintenance would investigate and try to make changes to create a more comfortable environment. We do not actively manage lamps and portable heaters. Pat and Cindy will create two safety moments. One on lamps and one on portable heaters.	Pat/Cindy	12-16-15
15-11.3	The Art Tech bridge that connects the Kiva and school building has been repaired. It is not completed yet, but has been made safer. The project is ongoing. 12-16-15: The bridge is complete.	Pat	Completed

NEW SAFETY COMMITTEE ISSUES:

1. Bat Phones – The IT Department installed a red phone at each site that is not connected to regular phone lines. This is a phone that could work in an emergency situation where regular phone lines are down. This phone will capture the fax line and allow use. They are red and stand out. Curt calls them “Bat phones.”
2. Tim and Jennifer Spencer-Iams participated in a task force on safety. About 40 people representing school districts attended. It was the Clackamas County Sheriff’s school safety task force. The topic was threat of harm and assessments for students that need them. There will be another meeting in January.

NEXT MEETING: January 20, 2016 – DOC Conference Room, 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