



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

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**District Safety Committee Meeting Minutes**  
Wednesday, December 18, 2013; 1:30 PM, WLWSD District Operations Center

A. ATTENDEES:	Name	Location	Present	Absent
	Pam Garza	OSEA Representative	x	
	Paula Hall	District Nurse West Linn & WLEA Representative	x	
	Cindy Hepting	Program Coordinator	x	
	Officer James Keen	Wilsonville HS SRO	x	
	Mark Law	Custodial Supervisor	x	
	Pat McGough	Facilities Manager	x	
	Officer Blain McKean	West Linn HS SRO		
	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/315>

**C. OUTSTANDING ACTION ITEMS:**

Item	Description	Responsible Party	Status (due by)
12.9.03	Crisis Management Plan booklet updates: (archived some of the notes) 4-17-13: The updated booklets will be published this summer and distributed. 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.	<i>Committee</i>	Fall 2014
13.03.2	District Safety and Health Plan – updated in 2006. Needs to be updated and add sections on student safety, building security, and flight teams. Kathe shared that a plan has been created around Hep B vaccinations. We will include this information in the Safety & Health Plan. 4-17-13: Updates are ongoing, the plan is posted online. 11-20-13: There is currently no common language and process. This is		Summer 2014

Item	Description	Responsible Party	Status (due by)
	concerning. The governor is taking this seriously and plans to give consistency and prescribed action plans to all schools in Oregon. Tim is currently watching drills take place in our schools.		
13.03.3	Review safety related board policies. Recommend updates when applicable (refer to letter dated 1/14/13 from Bill Rhoades) 4-17-13: Board policies are pushed out from Salem and reviewed on a regular basis.		Summer 2014
13.03.4	Cell Towers: We have a policy on cell towers, but we have found areas in our District where we have no or low cell reception – which is a safety issue for the District. 4-17-13: We are moving toward wanting to repeal the board policy on cell towers. Research is being done around cell towers in and around the district now. 5-15-13: Cell towers relate to safety since they are a strong part of our ability to communicate from building to building. We currently do not have full coverage. Curt has commissioned an audit of every building by a contractor. This report will inform us on where we have coverage challenges. Law and policies are being review. 10-16-13: Curt is working on this issue.	<i>IT Dept.</i>	Summer 2014
13.05.2	In schools, specifically the science department, the topic of chemical storage should be discussed. 9-18-13: This is a site-based safety issue regarding proper storage. Pat and Doug will talk to Jim O’Connell about training and protocol.	<i>Pat/Doug</i>	Jan 2014
13.11.2	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.	<i>Pam</i>	Jan 2014
13.11.3	Officer Keen shared that each building has a knoxbox on the outside where the local fire department keeps building keys. In some cases, the fire departments share access to these boxes. TVF&R has not shared access yet. They also discussed some way of identifying classrooms and exterior doors from the outside of a building so the area could be quickly identified.  Officer Keen reports that he has met with TVF&R and they may allow access soon.	<i>Pat</i>	Summer 2014
13.11.2	District ID Badges – Tim will send out an email to principals reminding them that District ID Badges are the official badge – not school specific badges.	<i>Tim</i>	Jan 2014
13.11.3	Crosswalk issue at WLHS – Tim will work with a parent to solve the issue of people not stopping to allow people to cross safely. 12-18-13: Pat and Tim met with the police dept. and there is a restructuring taking place that may eliminate some street parking to create a drop-off area. Civil engineering will be done to create an organization to the parent drop-off and safety to school for students. A formal assessment is being created.		

**NEW SAFETY COMMITTEE ISSUES:**

New Safety issues:

1. Pat brought to the committee the CIP for a potential bond. One of the components is district-wide safety and security. Details of safety will not be available to the public.
2. Pat also reported that the Boones Ferry gym 1 was damaged due to frozen sprinkler pipe leaks on the floor. It will be closed until February 1<sup>st</sup> for repairs.

**NEXT MEETING: January 15, 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](mailto:heptingc@wlwv.k12.or.us)