



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

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## **District Safety Committee Agenda**

**Wednesday, December 19, 2018; 7:30 AM, WLWSD @ District Operations Center**

### **A. ATTENDEES:**

<b>Name</b>	<b>Location/Title</b>	<b>Present</b>	<b>Absent</b>
Staci Ball	Teacher Representative	X	
Jeff Chambers	Maintenance Supervisor	X	
Hannah Chow	Community Services Manager	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
Jeremy Nichols	OSEA Representative	X	
Doug Nimrod, VC	OSEA Representative	X	
Tim Woodley, C	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. EXISTING ACTION ITEMS:**

<b>Item</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Status (due by)</b>
16.7.1	<b>1. Bond Construction Updates</b> <b>1.17.18:</b> <ul style="list-style-type: none"><li>Design continues and will be bid Feb/March.</li></ul> <b>2.21.18:</b> <ul style="list-style-type: none"><li>No new updates at this time.</li></ul> <b>4.18.18:</b> <ul style="list-style-type: none"><li>Boeckman and Bolton closed this summer for construction of controlled entryway system. Bolton will have asbestos abatement. Still in design on West Linn High School. Inza Wood football field</li></ul>	<i>Pat McGough Tim Woodley</i>	<i>Ongoing</i>

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	<p>and high school baseball turfs will be re-turfed. Lighting project at seven schools that will impact mostly gyms.</p> <p><b>5.16.18:</b></p> <ul style="list-style-type: none"> <li>Cedaroak will also be closed this summer for recarpeting. EPA regulated activity for asbestos removal at Bolton. Renovating spaces that haven't been worked on before; this will start once students are out for summer (PBS - contractor).</li> <li>Inza Wood Middle School's turf football field – there is a high pressure petroleum gas line (high pressure) that runs under the field. We don't use these areas for refuge (for fire drills for example); we have known about it for years and in this project need to excavate about 13 inches, but there will be a deeper area for stormwater drainage. Brought an excavator (Kinder Morgan) to dig a pothole for the design to be affirmed, by doing that we experienced the level of care necessary for this project. There is high confidence that we will be well taken care of regarding this subject.</li> </ul> <p><b>6.20.18:</b></p> <ul style="list-style-type: none"> <li>Most active site right now is Boones Ferry Primary due to Inza Wood's turf. Fencing is in place. Kinder Morgan has strict protocol to know where the gasline is; they are present and a part of the process.</li> <li>Lighting projects at Rosemont Ridge, Stafford, and Inza Wood.</li> <li>Secretaries of Bolton are located at Sunset this summer (fencing is up).</li> <li>Secretaries at Boeckman are at Meridian Creek this summer (fencing is up).</li> <li>The city is repainting and reroofing Art Tech.</li> <li>Wilsonville High School's baseball turf is underway; West Linn High School's turf has lots of trucks and is in process of ripping the field out.</li> </ul> <p><b>7.18.18:</b></p> <ul style="list-style-type: none"> <li>Boones Ferry is still the most active site due to the turf installation at Inza Wood.</li> <li>Lighting project is complete.</li> <li>Bolton Primary School project is ongoing.</li> <li>Art Tech project is ongoing.</li> <li>Turf project at West Linn High School is still ongoing.</li> <li>At Wilsonville High School new turf is on the field, but still needing completion.</li> </ul> <p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>All summer work done. Posted on website. Board had an interest in hearing about safety projects in a public way. West Linn High School bleachers are being broken. Safety concern.</li> <li>Jennifer Spencer-Limes is advocating for replacing the bark chips at playgrounds with soft padding to make school playgrounds more user friendly.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Board is exploring new bond in Spring 2019. Received report in September 2018. 10.22.18 topic from board meeting will be on district safety. Safety committee will explore list of items that will go on next bond. Community comments will inspire this list of approved items for next bond. Research and report shows that the community is pleased with what the district is already doing for safety updates. Board will approve on 10.22.18 for long range plan. Pat is conducting training for shelter locks at Boeckman.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Nothing to report. Closed.</li> </ul>		

Item	Description	Responsible Party	Status (due by)
17.5.2B	<p><b>2. 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-Iiams 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> <p><b>12.20.17:</b></p> <ul style="list-style-type: none"> <li>Continuing to have weekly meetings and about 75% of the way complete.</li> </ul> <p><b>1.17.18:</b></p> <ul style="list-style-type: none"> <li>Met recently and talked about the scheduling for implementation for the next year. First meeting will be to inform both internal and external individuals about their role in such an emergency. Training in the fall/through the summer reunification kits for each school.</li> </ul> <p><b>2.21.18:</b></p> <ul style="list-style-type: none"> <li>No new updates at this time.</li> </ul> <p><b>3.21.18:</b></p> <ul style="list-style-type: none"> <li>Special information from Kathy Ludwig, Tim Woodley, and Curtis Nelson</li> </ul> <p><b>4.18.18:</b></p> <ul style="list-style-type: none"> <li>District Safety Leadership Team met last week to discuss some of the feedback that came back from Elert. Cindy and Tim have a meeting to review these suggestions in greater detail. Tomorrow will be a meeting with the local first responders and may suggest this meeting happen more frequently than bi-annually. May 23<sup>rd</sup> will bring the schools together for a meeting at Athey to assign roles at school specific sites if an emergency should occur.</li> </ul> <p><b>5.16.18:</b></p> <ul style="list-style-type: none"> <li>The EOP has been developed by DSLT, the draft of the district plan is complete and has been reviewed by various administrators and will undergo review again on Monday. Had meetings with local law enforcement, city managers, principals, reunification site partners, student transportation, each board member etc.</li> <li>Schools will work on their school specific EOP; the district EOP will support the S-EOP. On May 23<sup>rd</sup>, roles and responsibilities will be assigned BY the school for each school site location. They will also review their school to determine where they would meet in the event of an evacuation/assembly area. Assignments must be complete by end of day ON May 23<sup>rd</sup>.</li> <li>This summer, 'Go Kits' will be created for reunification, evacuation, etc.</li> <li>Tabletop exercises will start this fall.</li> </ul> <p><b>6.20.18:</b></p> <ul style="list-style-type: none"> <li>Schools assigned people to their roles in the S-EOP and also made selections for their alternative, local evacuation location. In July each school principal will meet with someone at the administration level to get approval for their plan. Once that's done, it will be 'published' but only in hard copy.</li> <li>Need to finalize MOU for reunification sites.</li> </ul> <p><b>7.18.18:</b></p> <ul style="list-style-type: none"> <li>Cindy finished the D-EOP. She also created 16 S-EOP reflecting the body of the D-EOP.</li> <li>Tim met with all of the principals. They have selected sites to meet, made job organization charts with names of people. Tim has files</li> </ul>	District Safety Leadership Team	Ongoing

Item	Description	Responsible Party	Status (due by)
	<p>and copies of binders. Schools are to get one copy to be held in the office at each site. There will be tabletop exercises and training done 2-3 times throughout the year. A pattern will be created through time.</p> <ul style="list-style-type: none"> <li>• Andrew Kilstrom contacted Clackamas Community College to obtain the rights to use the CCC template from the pamphlet they created.</li> <li>• The DSLT to meet and draft a shortened version of the EOP to be printed in a pamphlet and then distributed to each classroom throughout the district. The maintenance and custodial team will put these up.</li> <li>• Tim met with offsite MOU.</li> <li>• Behind the scenes work will happen to create the “Go Kits.” Each site will have their own kit.</li> </ul> <p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>• District-EOP was completed last Spring 2018. Draft done in June 2018. District Safety Leadership Team spent time with S-EOP. Edits were made on reunification process and specific evacuation sites for individual S-EOP’s. Tim Woodley and Hannah Chow are meeting with principals and staff to review S-EOP’s. Emergency Safety Guide based off of CCC template was reviewed during S-EOP meetings. Andrew Kilstrom is printing ESG for each staff member. 2,000 will be printed and distributed in October 2018. Building engineers will be instructed to post ESG in every classroom. ESG book will become part of annual “Safe Schools” online training for Districtwide staff. Some ESG will be printed in Spanish. During S-EOP meetings evacuation sites are determined by current evacuation fire drill sites with a secondary site at alternate location. Hannah Chow will edit and hand deliver S-EOP’s after meeting and email Kathy Ludwig’s District safety PowerPoint presentation to review with school staff. Admin building is working on go-kits for each school and a District go-kit. Admin and school nurses will work on how meds will be removed during emergency evacuation. Designated staff member will be assigned to student roster in Schoolmaster for evacuation and reunification purposes. Curtis Nelson is working with schools on District radios to be used during drills and emergency evacuation. Admin IT can help with student records from District radios. S-EOP will not be in electronic form. One copy will be left at school office. Hannah Chow will update annually. Tim, Kathy, Curt, and Andrew will give presentation at Clackamas County Safe School Summit on 9/20/18.</li> <li>• First Responders Breakfast on 10/3/18. Workshop on large event safety management. Team will discuss crowd control, unwelcomed visitors, and custodial staff practices.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>• District EOP is complete. Tim and Hannah visited all 16 schools. Curt Nelson is working with the schools on radios. Go kits are being prepared and will be delivered at end of October 2018. Andrew Kilstrom printed 1,000 emergency safety guide to distribute to each school and will deliver in October 2018. Safety guides along with floorplans will be delivered to the DOC and then delivered to custodians and staff at each school. Safety guide will be added to annual trainings online for each employee. Substitutes will be trained on safety as well. Kathe Monroe is wondering about paper versions of safety guides for new hire training in HR department. Kathe Monroe shares difficulty with new hires on annual trainings. Mark Law will follow up with building engineers on safety guide distribution. One D-EOP will be held at DOC and one at admin building. Kathy Ludwig and Ginger Fitch will sign the D-EOP’s and Hannah Chow will add signed copes to S-EOP individual books.</li> </ul>		

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	<p>Hannah Chow will update S-EOP's annually. Schools have discussed assigned responsibilities during a crisis and for a rolling set of events during the crisis, responsibilities will change. Kathy Ludwig and Tim Woodley have discussed safety signage at front entrances of each school.</p> <ul style="list-style-type: none"> <li>ESD held workshop on safety. Pat McGough and Tim Woodley attended. Other districts have expressed interest in an EOP template. Hannah Chow will create a template for other districts. Tim Woodley discusses that some principals received the safety messaging better than others. Patrick Minor at Willamette has already trained his staff on the S-EOP and volunteered his school to be used as a practice ground for safety workshops. Tim Woodley says CREST, student services, nurses, IT department, and maintenance staff will receive safety training too.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Hannah Chow confirmed go-kits are received. Jeremy and Joe delivered go-kits in November 2018. D-EOP and S-EOP template has been created for other districts to use. Tim Woodley and Curt Nelson trained CREST in Nov. 2018 on EOP. Curt N. helped train them on radios. CREST will practice fire drills if kids are on campus. EOP meetings are scheduled with nurses and with DOC staff on separate occasions. Meetings are scheduled in December. Principals want to designate safety officer for annual trainings.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>EOP meeting with maintenance staff, DOC employees, and nurses in November 2018.</li> <li>Principals have been instructed to train their staff on emergency operating plans. Some expressed feeling unprepared to train staff DSLT has been informed.</li> <li>Flame resistant curtains will be installed during next bond.</li> <li>Tim and Jason Dolan discuss tabletop exercises quarterly with the next one focusing on lockdown drills. Jason wants to know how the district trains all staff, not just those attending quarterly tabletop exercises. Jason says teachers need to start considering safety measures and implementing classroom plan based on district emergency operation plan. Tim says the DSLT takes training district staff and school principals seriously.</li> </ul>		
17.6.1	<p><b>3. Exclusion Program→Towing</b></p> <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> <p><b>12.20.17:</b></p> <ul style="list-style-type: none"> <li>Not sure of the mechanics on if we are required to post 'Tow Away' vehicles. Pat will connect with Fox after the first of the year.</li> </ul> <p><b>1.17.18:</b></p> <ul style="list-style-type: none"> <li>Pat to connect with Fox at a later date.</li> </ul> <p><b>2.21.18:</b></p> <ul style="list-style-type: none"> <li>No new updates at this time.</li> </ul>	<p><i>District Safety Leadership Team</i> Pat McGough</p>	Ongoing

Item	Description	Responsible Party	Status (due by)
	<p><b>4.18.18:</b></p> <ul style="list-style-type: none"> <li>Given approval to post in our parking lots to notify the public that we may tow them away if they squat. We have had groups that park a motorhome and as a result right now, they just sit. We will have permission to tow them immediately – Fox Towing will be authorized to tow with district consent (district will have a few users who can give this permission).</li> </ul> <p><b>5.16.18:</b></p> <ul style="list-style-type: none"> <li>We have purchased signs to install, we have a total of 90 signs. Maintenance will go around this summer and post them. It gives us the ability to contact law enforcement to do something about it.</li> </ul> <p><b>6.20.18:</b></p> <ul style="list-style-type: none"> <li>Need to scout locations. Updates to come this summer.</li> </ul> <p><b>7.18.18:</b></p> <ul style="list-style-type: none"> <li>Signs have been received. Maintenance team is working on getting them posted.</li> </ul> <p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>There have been several abandoned vehicle incidents. Towing policy has been implemented. Andrew Kilstrom is working on generic message to be placed on car windshields. Towing will be the last action. Boeckman and Sunset have many unauthorized vehicles parking in the lot. Many cars have been towed. Signs are now in place. Vehicles are being towed after hours if they have been left for several days.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Pat McGough says the district is putting up signs and they are successful. Jeff Chambers and Pat McGough are notified of unauthorized vehicles.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Closed.</li> </ul>		
17.12.2	<p><b>4. Video Monitoring/Cameras/Building Security</b></p> <p><b>12.20.17:</b></p> <ul style="list-style-type: none"> <li>The district has done some research to learn that IT has four prospect vendors that we can go through. Reece is interested and they are local. Tim, Curt, Pat, Jeff, Remo, and Reece would benefit from having a meeting to ensure that communication is going through the right person, find out what state contracts they have, and determine whether to give them the award as a district vendor not.</li> <li>Meeting with Reece Security today and district wide security systems to understand what they can provide. Receive pricing to review and learn from them. They could be the vendor for security and monitoring. Received quote for Art Tech.</li> <li>Sonitrol has a feature that is based around building security, and maybe we don't have a service like this but we thought we did. It's based around the number of individual IDs the district has over time (not one year, it's per employee that's ever worked for the district). We have over 10,000 now as opposed to 9,999 which is a big difference as far as amount of numbers go.</li> <li>When we made the conversion from six units to seven units, we learned we lost some combinations due to us not reusing number combinations (Sunset, Meridian, Bolton). Not resolved yet.</li> </ul> <p><b>4.18.18:</b></p> <ul style="list-style-type: none"> <li>April 9<sup>th</sup> they went into West Linn High School and videos at Wilsonville High School were upgraded. We don't know when they will be updated consistently.</li> </ul> <p><b>5.16.18:</b></p> <ul style="list-style-type: none"> <li>Curt, Jeff, Pat had a meeting with Reece and have a \$\$\$ amount and possible plan for each school. Tim to help support this; starter system must be complete.</li> </ul>	<p><i>Curt Nelson</i> <i>Pat McGough</i></p>	Ongoing

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	<ul style="list-style-type: none"> <li>We have a board policy which supports cameras, but we have ARs that has been reviewed by DSLT and attorneys; it's now complete and supports the use of cameras.</li> </ul> <p><b>6.20.18:</b></p> <ul style="list-style-type: none"> <li>All contracts are signed and construction schedule has been set with Curt for installation. Updates will come; systematically – one school per week.</li> </ul> <p><b>7.18.18:</b></p> <ul style="list-style-type: none"> <li>In progress.</li> </ul> <p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>In progress.</li> <li>Notes from Tim: AR section about bus cameras. First student has started adding cameras in every bus. Audio will not be recorded but film footage will be kept with First Student for 30 days. Contract with First Student will say that a camera needs to be on every bus. Jeff Heaton will manage.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Board policy from last year has an AR section about bus cameras. Cameras are still being installed. Side note: Andrew Kilstrom belongs to a school communication group and discovered that among other districts, WLWV is more conservative than other districts. First student will not allow parents to see videos. Videos will not be saved and used as permanent documentation. Curt Nelson send out protocol to principals about cameras on buses and what the footage is supposed to be used for. WLWV is very conservation about the privacy of students on buses. Contract work is almost done. Curt Nelson is still working on it. Pat McGough said the contract will be closed. Sunset bell fell. There was a video to prove that kids were playing on it and bell will be rebuilt.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Cameras will be installed at admin office and DOC week of 11/19/18.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li><b>Pat McGough says installation is complete.</b></li> </ul>		
18.1.1	<p><b>5. Radio Communications</b></p> <p><b>1.17.18</b></p> <ul style="list-style-type: none"> <li>Pat McGough has a meeting with Motorola on January 26<sup>th</sup> about radio systems for the district. Goal is to have emergency radio communication in every school, every administrator, and every maintenance employee</li> </ul> <p><b>2.21.18:</b></p> <ul style="list-style-type: none"> <li>Proposal forwarded to the District Safety Leadership Team and the Superintendent.</li> </ul> <p><b>3.21.18:</b></p> <ul style="list-style-type: none"> <li>Facilities Manager has taken the lead on this and will have updates for the Safety Committee next month as it will pertain to use in our schools for staff.</li> </ul> <p><b>4.18.18:</b></p> <ul style="list-style-type: none"> <li>The installation has started! We are installing repeater antennas and complete with West Linn High School. Started implementing.</li> </ul> <p><b>5.16.18:</b></p> <ul style="list-style-type: none"> <li>All repeater antennas are complete, equipment has arrived and being programed; will be complete by the end of the month.</li> </ul> <p><b>6.20.18:</b></p> <ul style="list-style-type: none"> <li>We have received some of them and they are programmed (samples) to function test them.</li> </ul> <p><b>7.18.18:</b></p> <ul style="list-style-type: none"> <li>Radios aren't in use yet. Waiting for instructions about radios. Need commitment from the Superintendent.</li> </ul>	Pat McGough Curt Nelson	Ongoing

Item	Description	Responsible Party	Status (due by)
	<p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>In progress. Curtis Nelson is meeting with schools and distributing radios. Pat and Jeff are meeting with Day Wireless. Waiting on itemized receipt for instruments already received.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Radios are in use, but employees are still learning to use them correctly. Bus barn has a radio now. Curt Nelson is still working with staff on radio training.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Radios have been deployed. Some schools are asking for more. Curt Nelson will keep extras at admin office and distribute as needed.</li> <li>Staci Ball says Rosemont has a student and IA who want to bring a radio with them when they are on campus but away from classrooms. How can schools use the radios without hearing chatter from others using the same channel?</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>Tim says next bond includes technology maintenance. Closed.</li> </ul>		
18.1.2	<p><b>6. Floorplans – roof hatch</b></p> <p><b>1.17.18:</b></p> <ul style="list-style-type: none"> <li>Roof hatch access points should be added to floorplans of schools and reissue to appropriate departments as well as emergency responders.</li> </ul> <p><b>2.21.18:</b></p> <ul style="list-style-type: none"> <li>Maps to identify locations have been sent to Cindy. She will update when she returns and determine where they need to be sent.</li> </ul> <p><b>3.21.18:</b></p> <ul style="list-style-type: none"> <li>Jeff and Doug were able to go through each map and identify where each root hatch is located. Cindy has updated the floorplans with labels on the locations.</li> </ul> <p><b>4.18.18:</b></p> <ul style="list-style-type: none"> <li>Send to Sonitrol to make sure they have contacts on the roof hatches. Send to police, state database and fire.</li> </ul> <p><b>5.16.18:</b></p> <ul style="list-style-type: none"> <li>No new updates at this time. Cindy to research state police database.</li> </ul> <p><b>6.20.18:</b></p> <ul style="list-style-type: none"> <li>Cindy connected with Oregon State Police and they reported that there is no state database at this time for school floorplans/maps but there is a task force who is having conversation about how to organize this in the future. Nothing has been approved at this time. However, all school floorplans are updated for WLWV use. Waiting to hear back from Shawn at Sonitrol. Connect with Clackamas County Sheriff's office? School SROs?</li> </ul> <p><b>7.18.18:</b></p> <ul style="list-style-type: none"> <li>Updated floorplans will be sent to Officer Halverson to update the files for West Linn and Wilsonville police.</li> </ul> <p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>Architect is updating floorplans. Amy Berger is helping coordinate. Once complete they will be used for District records and placed in each S-EOP and sent to law enforcement as latest file. First Responders will be able to access statewide database to see floorplans. Jeff Halverson is helping coordinate. Floorplans need to be sent to TVF&amp;R and police departments. Hannah Chow will update.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Floorplans have been updated and are in D-EOP and S-EOPs.</li> <li>Send updated floor plans to police departments.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Closed.</li> </ul>	<p><i>Cindy Lindsley</i> <i>Tim Woodley</i></p>	



Item	Description	Responsible Party	Status (due by)
18.6.1	<p><b>7. Parking lot at Boeckman Creek Primary School</b></p> <p><b>6.20.18:</b></p> <ul style="list-style-type: none"> <li>Parking at Boeckman Creek Primary is unavailable in the afternoons for parent pickup due to (assumption) high school students parking at Boeckman to walk to the high school.</li> </ul> <p>Tim is going to check the building permit to see how many spaces are required at Boeckman. It seems that it's high school events that are driving the full lots (sporting events, etc.)</p> <p><b>7.18.18:</b></p> <ul style="list-style-type: none"> <li>Working on getting parking spaces identified at Boeckman Creek.</li> </ul> <p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>Ongoing.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Ongoing.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Tim, Pat and Jeff met at BCPS on 11.21.18 to discuss.</li> </ul> <p><b>12.19.18</b></p> <ul style="list-style-type: none"> <li>Tim said they brought a bus out to practice creating lines and avoiding exiting from classrooms at front plaza. Teachers are now bringing students from gym during release.</li> <li>4<sup>th</sup> and 5<sup>th</sup> graders sit at back of bus, 3<sup>rd</sup> in the middle and youngest students in front. Dismissal activity improved.</li> <li>Accidents have occurred in parking lot.</li> <li>Portable classrooms will be added next summer at BCPS.</li> <li>Tim will get permit from city to address parking. Fall 2019 high school students will not be able to park at BCPS.</li> <li>Jason Dolan said BCPS parents are complaining about high school students parking at BCPS. Tim says community development code says BCPS can give away parking.</li> <li>Tim says an auditorium at WVHS will be included in next bond. This will increase the capacity at WVHS and an opportunity for more parking.</li> <li>Jason Dolan says assigned parking has helped.</li> </ul>	<p><i>Tim Woodley</i> <i>Pat McGough</i></p>	Ongoing
18.9.1	<p><b>8. Safe Routes to Schools</b></p> <p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>City has money to put in sidewalks and lights for safer routes to schools. Identify public improvements to help make routes safe.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Nothing new to report.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>City of West Linn and WLWV school district are using DKS to update and identify safe routes to schools. Open house for SRTS in West Linn will be held at Rosemont Ridge on January 15, 18 at 6:30pm. They will display maps and proposed improvements for SRTS on 1/25/18.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>Tim has been working with the City of West Linn and a list has been sorted and prioritized for SRTS projects to start improving walking routes.</li> </ul>	<p><i>Tim Woodley</i></p>	Ongoing
18.9.2	<p><b>9. Parking and Bus Delays</b></p> <p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>Trillium Creek had parking issues during curriculum night.</li> <li>Buses are late from West Linn High School due to traffic and parking issues. Staff has been hired to control traffic at Wilsonville and West Linn High School. IAs are being used as crossing guards at primary schools. Middle schools do not have IAs available. In progress.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Acknowledgement. Working on solution.</li> </ul>	<p><i>Tim Woodley</i></p>	Ongoing

Item	Description	Responsible Party	Status (due by)
	<b>11.21.18:</b> <ul style="list-style-type: none"> <li>No comment from Tim. Ongoing. Doug N. says parents are abandoning their cars during pick up and not allowing first responders to get in if there's an emergency.</li> </ul> <b>12.19.18:</b> <ul style="list-style-type: none"> <li>First student has app for parents to sign up for showing time that students will be picked up and dropped off. App will show real time drop-offs and pickups. This will improve safety of students standing to wait for bus. Communication is from dispatcher who sends bus delays to secretary. The app will send updates in real time from First Student dispatcher. Parents complain about communication gaps not knowing the bus is late. The app will send communications to parents directly.</li> </ul>		
18.10.1	<b>10. First Student Bus Delays</b> <b>10.17.18:</b> <ul style="list-style-type: none"> <li>Acknowledgement. Working on solution.</li> </ul> <b>11.21.18:</b> <ul style="list-style-type: none"> <li>No solution. Closed.</li> </ul>	Tim Woodley	Ongoing
18.10.2	<b>11. Latex in Buildings/Allergy Concerns</b> <b>10.17.18:</b> <ul style="list-style-type: none"> <li>Josh receives questions every year during allergy training. Parents are bringing in latex balloons. Balloons are being used for birthdays. No latex should be used.</li> </ul> <b>11.21.18:</b> <ul style="list-style-type: none"> <li>Staci Ball brought topic to schools and Tim W. confirmed we are a no balloon district. Some teachers confirmed they received an email that the latex ban was lifted. Tim W. recommends this is a question for the nurses. Tim W. says the balloons are banned because of fire hazard. We don't want to trigger fire alarms with loose balloons. Mark Law says student allergies were once a concern and that prompted the latex ban. Tim W. says the facility use form and rental agreement says no latex balloons in our facilities. Staci Ball recommends for art, science and PE maybe we send out a generalized statement to confirm no latex.</li> </ul> <b>12.19.18:</b> <ul style="list-style-type: none"> <li>Tim confirms that latex and mylar balloons are not allowed. School staff has been informed that balloons are not allowed for safety reasons. Community use agreement has statement saying no balloons. Tim does not want to be balloon police.</li> <li>Staci Ball says confirms that teachers can still use balloons in their activities. Pat says no helium is fine. Fire hazard.</li> </ul>	Josh Harrel Staci Ball	Ongoing
18.10.3	<ul style="list-style-type: none"> <li><b>Drills</b></li> </ul> <b>10.17.18:</b> <ul style="list-style-type: none"> <li>Doug Nimrod, "In the event of a lockdown and/or lockout." Will we be notified through our cell phones to avoid the facility?" Pat McGough responded on 10.11.18, "You will hear it on the radio."</li> <li>Staci said Bolton's shelter lock system has created questions around fire drills and how students will enter and exit if certain doors are locked. Pat said some doors are created for exit but not re-entry.</li> <li>Mark Law said RRMS had lockout on 10.16.18 and students were waiting outside for 20 minutes to complete class period. Pat McGough said to stay put.</li> <li>Pat McGough says CPPS needs to practice their lockdown drill. Gym was not secure and CPPS needs a solution for hiding in the gym. Pat McGough and Tim Woodley discussed getting a contractor to secure gym door and flip the panic device.</li> </ul> <b>11.21.18:</b> <ul style="list-style-type: none"> <li>CPPS practiced second drill. Pat confirms it was a big improvement. Door needs to be prepped for lockset. <b>Lockdown protocol – Can</b></li> </ul>	Pat McGough Jeff Chambers Mark Law	Ongoing

Item	Description	Responsible Party	Status (due by)
	<p><b>music be played over the intercom during the lockdown?</b> Safety committee says no. Tim says principals need to communicate with special needs teachers and masking the sound with music is not a solution. Tim W. suggests students use noise cancelling headphones. Jeff Chambers says in a real emergency we don't have time to put headphones on and teachers need to train keeping students calm during a real emergency.</p> <ul style="list-style-type: none"> <li>Staci Ball says teachers liked having drill without notice. What do we do when kids are in bathroom or hallways? Principal suggested students start knocking on doors if they are locked out. Pat says, "No." Students need to find a hiding spot and not knock on door in clear sight. Get out of sight. Find a safe hiding place. Jeff Chambers says principals determine when drills happen and if they are prompted or a surprise. Staci Ball says the voice on the intercom is unsettling for special needs students.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>Tim suggests that students with sensory and noise concerns wear headphones to prevent dramatic reactions during drills.</li> <li>Mark Law said school staff is not improving on lockout/lockdown drills. Trillium Creek gym is visible from the outside and TCPS principal shared concern with keeping students in the gym during a lockout.</li> <li>Staci Ball says classroom training is needed for lockout/lockdown procedures. Jeff Chambers says debriefing after drills counts as training.</li> </ul>		
18.10.4	<p><b>12. Parking Lot Lighting</b></p> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Staci said teachers are asking about auto lights in parking lots at nights. Pat McGough explains that time clocks are set and building engineers should be notified.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Staci Ball confirmed topic is closed.</li> </ul>	Pat McGough	Ongoing
18.11.2	<p><b>13. Add Environmental Safety Communications to Website</b></p> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Will be added to compliance meeting agenda. Ongoing.</li> </ul> <p><b>12.19.18</b></p> <ul style="list-style-type: none"> <li>Tim confirms that compliance log has been created to remind facilities and maintenance staff when they need to inspect, report, or schedule testing around environmental safety and compliance communications.</li> </ul>	Tim Woodley Hannah Chow	
18.11.3	<p><b>14. School Badges vs. District Badges</b></p> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Every employee needs to wear district badge. Topic closed.</li> <li>Staci Ball says high schools have an opportunity for improvement wearing badges. Jason Dolan says they are getting better.</li> </ul>	Kathe Monroe	
18.11.4	<p><b>15. Keys</b></p> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Staci Ball asks Pat about keys and locked doors at Bolton. Pat confirms doors are keyed not for convenient entry but to remain locked and used only during emergency. These doors were built to fire code. Tim W. confirms all exterior doors should be locked. Pat says BCPS preschool teacher should have a key for re-entry so they are not knocking on doors to get in. Pat says Stafford is the only building left that has not received all new keys.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>When do exterior doors remain locked or unlocked. Primary schools need to have front doors locked and unlocked on a schedule. Secure</li> </ul>	Staci Ball Pat McGough	

Item	Description	Responsible Party	Status (due by)
	perimeter before school and after school. Building engineers are in charge of schedule to keep doors locked. Pat says childcare start at 6:30am and the doors need to remain open. Morning arrival has site based protocol on how many doors should stay open or closed. Timed locks might be a solution. Mark Law says high schools have improved on keeping their doors locked. Jeff says students have been informed not to keep doors open.		
18.11.5	<b>16. New Safety Committee Chair Person</b> <b>12.19.18:</b> Tim will not be chair of safety committee starting 2019-20 school year. Who will he pass the torch to? ON HOLD.	Tim	
18.11.6	<b>17. In case of earthquake, what is the protocol for wheel chair bound students?</b> <b>12.19.18:</b> Hannah Chow will research and report back to Tim.	Hannah	1.16.2019
18.11.7	<b>18. Do we have the "Area of Refuge" identified on our building maps that are distributed to first responders?</b> <b>12.19.18:</b> Jeff will coordinate with Doug to identify areas of refuge, creating signage, and sending maps to Hannah.	Jeff Doug	1.16.2019

#### NEW SAFETY COMMITTEE ISSUES/DISCUSSION:

1. Staci Ball says a student is spreading feces that needs to be cleaned up and disinfected. Pat says building engineer will determine if they will clean up or if the district needs to bring cleaning equipment in.
2. Pat says Bolton automatic lock training has been completed. False activations have occurred multiple times and notifications through the intercom is not an option.

**NEXT MEETING: January 16, 2019 – DOC Conference Room, 7:30 AM**

*Minutes were prepared by Hannah Chow. 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.* [chowh@wlwv.k12.or.us](mailto:chowh@wlwv.k12.or.us)