



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

2755 SW Borland Rd
Tualatin, OR 97062
Phone: 503/673-7995
Fax: 503/638-9143

District Safety Committee Agenda

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

A. ATTENDEES:	Name	Location	Present	Absent
	Officer Al Bunch	West Linn HS SRO	X	
	Erin Burke	District Nurse West Linn & WLEA Representative	X	
	Jeff Chambers	Maintenance Supervisor	X	
	Cindy Crowder	Program Coordinator	X	
	Officer Patrick Finn	Wilsonville HS SRO		X
	Pam Garza	OSEA Representative	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/10597>

C. OUTSTANDING ACTION ITEMS:

Item	Description	Responsible Party	Status (due by)
15-3.7	1. Quarterly Inspections – These are safety inspections at each site. 5-18-16: Mark reported that the reports are being done with some challenges. 6-15-16: Mark has completed all but the two high schools. 7-20-16: Mark has completed all but West Linn High School. 9-21-16: Ongoing, working on how to get information to Cindy for website. 10-19-16: Toni and Mark reviewed how to track this, Toni to communicate with Cindy 11-16-16: Continuing forward, folders are getting put together (by school) 12-21-16: Shared file with Cindy – they are happening!	Mark/Pat	Ongoing

Item	Description	Responsible Party	Status (due by)
	2-15-17: Tualatin Fire Department inspected Wilsonville High School and received 100%. These reports will start being distributed to principals as well.		
16-3 16-4.1,2,3,4,9	<p>2. Elert is working with the district on creating a District-wide emergency management plan.</p> <ul style="list-style-type: none"> a. HB 4075 Statewide School Safety Tip Line will be established b. Surveillance Video Cameras – Management and maintenance c. Radio Communicaiton – Meet standards for communication tools d. GAO Emergency Management – gather info and assist districts e. Special Classroom Door locks that function by faub <p>6-15-16: Elert has turned in draft format for site-specific emergency plans. The Emergency Response Management Steering Committee will be gathered together for a meeting this summer to review these plans. The final draft plan will be sent for review to the District Safety Committee and the Steering Committee.</p> <p>9-21-16: Tim discussed training with Kathy Ludwig. Reunification plans and emergency evacuation plans. Will model plan after the “I Love U, Guys” Foundation Plan. Focus on District wide plans vs. individual school plans for now. On August 16th (2) new OARs were instituted:</p> <ul style="list-style-type: none"> a) Facilities, Safety, and Emergency Planning (581-024-0275) b) Oregon Healthy & Safe Schools (581-022-2223) – draft due 10/1/16 (submitting this week and posting to website, bring to next meeting), final submitted by 1/1/17 <p>Mantadory training by SafeSchools.com – banner offers additional training on emergency management. Goal to implement this training to new administrators (principals for example). GOAL: align Elert, “I Love U, Guys” Foundation, SafeSchools.com, and WLWV to one master document. Finish developing plan. Implement updates to website as “District Safety” with itemized plans/reports/inspections/etc.</p> <p>10-19-16: FEMA published a sample/template for Emergency Management Plans for schools, ours is similar (Homeland Security Management Plan). State level recommends using standardized plan that is crafted with specifications for school/district. Tim and Cindy have Word document to make necessary revisions which will be followed with training/workshop for staff from Elert. Create new Crisis Management Plan packets for classrooms?</p> <p>11-16-16: Working on District-wide plan</p> <p>12-21-16: Ongoing. Internal meeting to occur in January to focus on ‘I Love U, Guys’ Foundation protocol (SRP and reunification plan). SDAO/OSBA putting on training for school district personel for SRP in February – perhaps some may go. This will be revisited next month. Draft EOP template is being reviewed.</p> <p>2-15-17: Draft EOP continuing to be worked on by Tim and superintendent(s).</p>	<i>District Safety Committee</i>	Ongoing
16-5.2	<p>3. Communication – Pat reported that schools are not consistent in what they use for on-site communication. There are companies that can supply radios for on-site or district wide communication. Tim recommends this discussion take place at a district level.</p> <p>10-19-16: Pat had a meeting with Day Communication on how we can be FCC Compliant that can be used for district wide communication to/within a single school. This project/coordination requires communication with Curt (and training sessions)</p> <p>2-15-17: District decision on communication – walkie talkies, intercoms. Because we are a public entity, we need to find another option (radio system).</p>	<i>Pat McGough</i>	Ongoing

Item	Description	Responsible Party	Status (due by)
16-6.2	<p>4. Radon Testing will be done by 2021 in every space that can be occupied.</p> <p>7-20-16: Pat reported that Radon Testing plans and protocols have been developed and approved by Oregon Health Authority (OHA).</p> <p>9-21-16: Plan completed and used as model by other districts.</p> <p>10-19-16: Compliant in time, we have until 2021 to test the entire district and scheduling needs to be completed (testing Oct-March)</p> <p>11-16-16: 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> <p>12-21-16: Create master schedule/roster for both radon and water testing at a set of a fifth of the schools annually in 2017/2018</p> <p>2-15-17: 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>	Pat McGough	Ongoing
16-7.1	<p>5. Bond Construction at West Linn and Wilsonville High Schools - what do we have in place to keep the sites secure once school starts in the fall?</p> <p>7-20-16: Officer Finn brought this question forward. Pat reported that he will check in with Bob Teters, Project Manager. A meeting will be held one week before school starts.</p> <p>9-21-16: Lots of work particularly at Sunset...added two additional IAs to help with crosswalk, playground duty, bus schedules, new exit/evacuation plans. Two cues of busses at WHS. Both high school sites are safe and secure. SROs to check on gates and keep eye on work. Railing to be added on handicap ramps where chain link fencing is.</p> <p>10-19-16: Continue to monitor and bring resources in when necessary (physical or people). Bond devoted additional 21 hours weekly for IA assistance at Sunset.</p> <p>11-16-16: Continuing to monitor safe practices</p> <p>2-15-17: Everything tested in 700-building. Temporary occupancy permit getting obtained for performing arts at WHS (alarms, technology). Even when occupied it will not be completely done, but it will benefit the district to be able to utilize this. Remainder of work subject to completion in 'off time' (weekends, summer)</p>	Pat McGough	Fall 2016
16-11.1	<p>6. Bond funding – the board moved \$1.5 million into District Safety Bond category. Bond Committee will be coordinating proposals for funding as well as managing it. 'Threat Assessment Task Force Team' will come together to work on what may take priority at each school. Worthy eligible project work proposed by the Safety Committee include:</p> <ul style="list-style-type: none"> a. Video/Radio surveillance b. Mobile communication devices c. Site fencing d. Controlled public Entries e. Best 'Shelter' classroom locks f. Hardened glass g. Site lighting h. Vehicle deterrence/entry/barricades i. Seismic j. HVAC filters k. Cyber safety/technology protection <p>12-21-16: Tim wrote charge for Safety Task Force, met 12.20.16 about how to complete this project with threat assessment. Each member will review the report, read it, and then check it back in. Will periodically check in about what this team is seeing. Goal is to provide the Safety Committee with a prioritized list of projects and/or activities for the district to achieve. Training and practice of people vs. physical</p>		

Item	Description	Responsible Party	Status (due by)
	improvements. Task force will report back to Safety Committee who will then discuss what may go on the next bond and discuss training/practices for staff. Projected to be completed before February 2017 Safety Committee meeting. 2-15-17: Draft Safety Task Force Report presented. Members of Safety Committee to discuss with Task Force in further detail. Have an active design at COPS to create a compound around the entire facility with wrought iron and brick fencing. Looking at it from the exterior of every building, once you go through a door...you're in a secure place. That's not quite the case with COPS right now. Working on the design now, going through permitting. WHS entry plaza will be designed as well for security purposes.		
16-11.2	7. Oregon Safe and Healthy Schools plan needs to be adopted on January 1 st . Pat to bring final plan to Safety Committee in December. Need to proof to ensure that Board does not need to adopt this prior to implementing it.		Complete
16-11.3	8. Surveillance cameras – meeting scheduled in December with Tim, Curt, Pat, and administrators. Discussion on risk, legal, who can view, how long do you save, etc... Both new schools have video surveillance info structure built in to support software. 12-21-16: Administration team met in mid-December on how district will use CCTV. Will regroup in January. 2-15-17: Security monitoring, some schools are prepared with wiring. Administration team has met and agreed that this needs to go to the School Board to get their thoughts. Tim and superintendent to meet and discuss in meeting on 2-15-17.	Tim, Curt, Pat	

NEW SAFETY COMMITTEE ISSUES:

1. SUBMISSION: The crosswalk paint at Boeckman Creek Primary is well stripped due to winter conditions. Could use a fresh coat of paint.
 - a. This has been added to the operations team schedule once the weather is in proper condition.
2. Does the school district want security monitors on all our busses?
 - a. The West Linn - Wilsonville School District has a policy that supports this. Each bus has a housing for a security monitor. There's about 85 busses district wide, of which about 10-15 have cameras that shift around between all of them (as seen needed). There may be an interest on having them on all busses.
3. SUBMISSION: We have a neighbor that would like to put a gate through their backyard fence onto school grounds. Will we let them? Would it be alright if they had a gate, but it's always locked?
 - a. The District Safety Committee unanimously agreed that this would cause conflict on ownership, responsibility, maintenance, and safety/security. This was not approved.

NEXT MEETING: March 15, 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