



**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, March 21, 2018; 7:30 AM, WLWSD @ District Operations Center**

*This particular District Safety Committee Meeting was focused on the District Emergency Operations Plan with members of the District Safety Leadership Team to ensure that everyone in this group would be aware of their role should an emergency/crisis occur.*

**A. ATTENDEES:**

Name	Location/Title	Present	Absent
Amy Berger	Capital Bond Construction Office Manager		
Jeff Chambers	Maintenance Supervisor		
Officer Jason Dolan	Wilsonville HS, SRO		
Remo Douglas	Capital Bond, Project Manager		
Pam Garza	OSEA Representative		
Officer Jeff Halverson	West Linn HS, SRO		
Josh Harrel	District Nurse		
Mark Law	Custodial Supervisor		
Cindy Lindsley	Program Coordinator		
Kathy Ludwig	Superintendent		
Pat McGough	Facilities Manager		
Kathe Monroe	Director of Human Resources		
Curtis Nelson	Director of Information Technology		
Doug Nimrod, VC	OSEA Representative		
Tim Woodley, C	Director of Operations		

**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:**

Item	Description	Responsible Party	Status (due by)
16-6.2	<p><b>1. Radon Testing will be done by 2021 in every space that can be occupied.</b></p> <p><b>7.20.16:</b></p> <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> <p><b>9.21.16:</b></p> <ul style="list-style-type: none"> <li>Plan completed and used as model by other districts.</li> </ul> <p><b>10.19.16:</b></p> <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> <p><b>11.16.16:</b></p> <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> <p><b>12.20.17:</b></p> <ul style="list-style-type: none"> <li>Maps are developed and log sheets are created. We now have an account so we can place an order at the first of the year and begin testing in late January. Schools that will be tested this year are Meridian Creek Middle School, Sunset Primary School, Cedaroak Park Primary School, and Stafford Primary School.</li> </ul> <p><b>1.17.18:</b></p> <ul style="list-style-type: none"> <li>We have the canisters in hand and we are setting up meetings with each staff at the four schools. Begin testing on February 12<sup>th</sup> and tests need to be in the building for four days. Cindy to alert community members if needed...will wait on Pat/Jeff (gyms mostly).</li> </ul> <p><b>2.21.18:</b></p>	Pat McGough	Ongoing

Item	Description	Responsible Party	Status (due by)
	<ul style="list-style-type: none"> <li>Testing complete at Cedaroak Primary School, Meridian Creek Middle School, Stafford Primary School and Sunset Primary School. Reported no elevated levels.</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 permanante 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> <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 and shelter systems.</li> </ul> <p><b>12.20.17:</b></p> <ul style="list-style-type: none"> <li>Conversations will be starting to determine summer 2018 projects which may temporarily affect building operations.</li> </ul> <p><b>1.17.18:</b></p> <ul style="list-style-type: none"> <li>Design continues and will be bid Feb/March.</li> </ul> <p><b>2.21.18:</b></p> <ul style="list-style-type: none"> <li>No new updates at this time.</li> </ul>	Pat McGough	Ongoing
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 out loud (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> </ul> <p><b>12.20.17:</b></p>	Curt Nelson	Ongoing

Item	Description	Responsible Party	Status (due by)
	<ul style="list-style-type: none"> <li>IT recently revamped the district website to better meet with ADA Compliance. District Safety Website may be at a hold until we learn how to translate a PDF.</li> </ul> <p><b>1.17.18:</b></p> <ul style="list-style-type: none"> <li>No new updates on this at this time.</li> </ul> <p><b>2.21.18:</b></p> <ul style="list-style-type: none"> <li>No new updates at this time.</li> </ul>		
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-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>	District Safety Leadership Team	Ongoing
17-6.1	<p><b>5. Exclusion Program/Towing</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> <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> </ul>	Jason Dolan Jeff Halverson Tim Woodley District Safety Leadership Team Pat McGough	Ongoing

Item	Description	Responsible Party	Status (due by)
	<ul style="list-style-type: none"> <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> <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>		
17.10.5	<p><b>6. 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> <p><b>12.20.17:</b></p> <ul style="list-style-type: none"> <li>Doug dropped these off recently and it is estimated to take about four weeks; he will checkin with them.</li> </ul> <p><b>1.17.18:</b></p> <ul style="list-style-type: none"> <li>Have arrived and will be labeled soon.</li> </ul> <p><b>2.21.18:</b></p> <ul style="list-style-type: none"> <li>Order incorrect. Reordering signage.</li> </ul>	Pat McGough	
17.11.2	<p><b>7. Keys for Substitutes</b></p> <p><b>11.15.17:</b></p> <ul style="list-style-type: none"> <li>Do we issue keys to substitute teachers? At Meridian Creek and Sunset we do, but should this be implemented at other schools as well?</li> </ul> <p><b>12.20.17:</b></p> <ul style="list-style-type: none"> <li>The protocol that we would endorse is that yes, we would. That would mean relocking the exterior of the school. Once we do, we will meet with the principals and secretaries at each school to implement a checkin/checkout system for substitutes at for each site.</li> </ul> <p><b>1.17.18:</b></p> <ul style="list-style-type: none"> <li>We will still give the subs keys, it hasn't moved yet because we don't know the answer about changing the exterior locks yet.</li> </ul> <p><b>2.21.18:</b></p> <ul style="list-style-type: none"> <li>On hold pending rekey decision.</li> </ul>		
17.12.2	<p><b>8. 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</li> </ul>		

Item	Description	Responsible Party	Status (due by)
	<p>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.</p> <ul style="list-style-type: none"> <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>		
17.12.3	<p><b>9. Sonitrol Building Security</b> <b>12.20.17</b></p> <ul style="list-style-type: none"> <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> </ul> <p><b>1.17.18</b></p> <ul style="list-style-type: none"> <li>When we made the conversion from six pin to seven pin, we learned we lost some combinations due to us not reusing number combinations (Sunset, Meridian, Bolton). Not resolved yet.</li> </ul>	Pat McGough	Ongoing
18.1.1	<p><b>10. Radio Communications</b> <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>		
18.1.2	<p><b>11. Floorplans – roof hatch</b> <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.</li> </ul>		

#### NEW SAFETY COMMITTEE ISSUES/DISCUSSION:

- 1) Report to District Safety Committee: there have been 13 online submissions have been received regarding district safety in our buildings, these have all been forwarded to the District Safety Leadership Team. These suggestions vary from:
  - a. Controlled entry systems (metal detectors, key cards, buzzers, locking all buildings during the school day).
  - b. Increase staffing (varying from counselors and security)
  - c. How can parents help?
  - d. Appreciation for the safety presentation at the school board meeting on March 12, 2018.

**NEXT MEETING: April 18, 2018 – DOC Conference Room, 7:30 AM**

*Minutes* were prepared by Cindy Lindsley. 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. [lindslec@wlwy.k12.or.us](mailto:lindslec@wlwy.k12.or.us)