



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

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**District Safety Committee Agenda**

**Wednesday, April 19, 2017; 7:30 AM, WLWSD @ District Operations Center**

<b>A. ATTENDEES:</b>	<b>Name</b>	<b>Location</b>	<b>Present</b>	<b>Absent</b>
	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:**

<b>Item</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Status (due by)</b>
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)
	<p>2-15-17: Tualatin Fire Department inspected Wilsonville High School and received 100%. These reports will start being distributed to principals as well.</p> <p>3-15-17: Continuing, Mark has lists for Cindy coming</p> <p>4-19-17: March reports for four schools were sent to principals yesterday</p>		
<p>16-3</p> <p>16-</p> <p>4.1,2,3,4,9</p>	<p>2. Elert is working with the district on creating a District-wide emergency management plan.</p> <ul style="list-style-type: none"> <li>a. HB 4075 Statewide School Safety Tip Line will be established</li> <li>b. Surveillance Video Cameras – Management and maintenance</li> <li>c. Radio Communication – Meet standards for communication tools</li> <li>d. GAO Emergency Management – gather info and assist districts</li> <li>e. Special Classroom Door locks that function by faub</li> </ul> <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 16<sup>th</sup> (2) new OARs were instituted:</p> <ul style="list-style-type: none"> <li>a) Facilities, Safety, and Emergency Planning (581-024-0275)</li> <li>b) Oregon Healthy &amp; 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</li> </ul> <p>Mandatory 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 personnel 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> <p>3-15-17: Tim to present at the April 10<sup>th</sup> Board Meeting that will then cue up a work session for the board in June. That work session will then cue up the policy which we hope would be passed on June/July. Presentation will be an overview over district safety in the last year, then it will announce the next steps for the board. Kathy Ludwig, Jennifer Spencer Iams, Curt Nelson, and Tim Woodley will progress it forward together.</p> <p>4-19-17: Kathy Ludwig presented a safety update for the board. Next meeting will likely surface at the June board meeting.</p>	<p><i>District Safety Committee</i></p>	<p>Ongoing</p>

Item	Description	Responsible Party	Status (due by)
	Administration team to meet monthly to work on Elert plan which will include discussion of training and reunification plan.		
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> <p>3-15-17: Criminal act/offense to talk on your phone while you are driving, which would heavily impact engineers. Radios (electronic device vs. cell phone) may need to be installed into trucks.</p> <p>4-19-17: Cameras will likely be first, but this may come shortly after.</p>	Pat McGough	Ongoing
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> <p>3-15-17: Two schools that will have new shelter door locks (MCMS &amp; SUPS) –first in Oregon to implement this at a school.</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> <p>a. Video/Radio surveillance</p>		

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	<ul style="list-style-type: none"> <li>b. Mobile communication devices</li> <li>c. Site fencing</li> <li>d. Controlled public Entries</li> <li>e. Best 'Shelter' classroom locks</li> <li>f. Hardened glass</li> <li>g. Site lighting</li> <li>h. Vehicle deterrence/entry/barricades</li> <li>i. Seismic</li> <li>j. HVAC filters</li> <li>k. Cyber safety/technology protection</li> </ul> <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 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.</p> <p>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.</p> <p>3-15-17: 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.</p>		
16-11.3	<p>7. 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.</p> <p>12-21-16: Administration team met in mid-December on how district will use CCTV. Will regroup in January.</p> <p>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.</p> <p>3-15-17: We have had board policy to allow security monitoring cameras on school buses; the entire fleet has never had one camera per bus, but they can rotate them due to mounting. First Student is proposing that they go in all buses; district responsible for paying for them. Determined that it's extremely valuable to have them in all buses. Fleet provides home to school service, but also school functions (field trips, visitations, ODS). Video monitoring in all schools? Large group recently met within the district regarding intrusional alarms. There are some vendors that provide the alarms and monitoring together, we are still determining if this would benefit across the district. Intrusion alarms already work. So the monitoring is a separate piece that will be evaluated and selected by the district's IT department.</p> <p>4-19-17: Cameras at the high schools and new schools – policy to support it will come first. IT will be responsible for selecting, housing, supporting, and coordinating with maintenance department. Cameras will go on all school buses (policy is already in place to support that).</p>	<p><i>Tim, Curt, Pat</i></p>	

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17-3.3	8. Oregon Initiative Tip Line – How it Works: each school has three representatives and local dispatch centers. If a ‘tip’ calls over, the screener determines if this is just for school administration or if it needs to go to local dispatch. This program is already up and running for some other districts. WLWV would still need to register. We would need to determine who our representatives are. Recommended that the SROs are these individuals. This is a district level decision, Tim to follow-up.	Tim	

### NEW SAFETY COMMITTEE ISSUES:

1. Cedaroak Park Primary reports that the service entry on the back (for deliveries) that causes children to cross from class to the playground where large cars/trucks are driving. Is there anything that can be done to ensure this is safe?
  - a. This area is only used by district staff, who have been trained how to work around/with children. Staff has badges to show they are district employees. Fencing? Internal traffic flow?
2. Secretaries are the first to respond to many safety situations whether that’s a broken wrist, fire in the building, emergency phone call, etc. Should secretaries undergo some form of training on how to respond to emergency situations?
3. Wear gloves when utilizing chemical cleaners. Use of babywipes to clean desks in classrooms before lunch – teaching staff is asking parents to provide them. The district does not support this, they are not intended for disinfecting.
  - a. Two options are to use soap/water with bucket OR to use paper towels as place mats. General purpose cleaner in each classroom; if a classroom has a student with a nut allergy, the teacher needs to inform custodial staff to assure they have the proper products.
  - b. Families should not be asked to supply cleaning/sanitizing products anyhow though.
4. Welfare issues should be handled in pairs so one person can stay with the student while the other can call 911 or get help.

**NEXT MEETING: May 17, 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](mailto:crowderc@wlwv.k12.or.us)