



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

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

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**District Safety Committee Agenda**

**Wednesday, May 16, 2018; 7:30 AM, WLWSD @ District Operations Center**

**A. ATTENDEES:**

Name	Location/Title	Present	Absent
Staci Ball	Speech Language Pathologist	X	
Jeff Chambers	Maintenance Supervisor	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	
Cindy Lindsley	Program Coordinator	X	
Pat McGough	Facilities Manager	X	
Kathe Monroe	Director of Human Resources		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:**

Item	Description	Responsible Party	Status (due by)
16-6.2	<b>1. Radon Testing will be done by 2021 in every space that can be occupied.</b> <b>7.20.16:</b> <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> <b>9.21.16:</b> <ul style="list-style-type: none"><li>Plan completed and used as model by other districts.</li></ul> <b>10.19.16:</b> <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>	Pat McGough	Ongoing

Item	Description	Responsible Party	Status (due by)
	<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> <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> <p><b>4.18.18:</b></p> <ul style="list-style-type: none"> <li>Proceeded to do testing at DOC and Admin, the Admin came back high in all rooms and one room at the DOC. Second round of testing was last week. All areas except the boardroom came back at normal levels but boardroom was high. Mitigation can take on two forms: 1) we can adjust and modify the HAVC system, if that is unsuccessful then we need to put in a mitigation system that requires a contractor.</li> </ul>		

Item	Description	Responsible Party	Status (due by)
	<p>Next step (we are out of testing timeframe which is October-March), we will put the future testing on hold and Pat will be consulting with our mechanical engineer.</p> <p><b>5.16.18:</b></p> <ul style="list-style-type: none"> <li>All clear at both the Admin and the DOC! This item is complete until next round of testing (in October 2018). Test every ten years (cycle).</li> </ul>		
16-7.1	<p><b>2. Bond Construction Updates</b></p> <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 permanent 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> <p><b>4.18.18:</b></p> <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 and high school baseball turfs will be re-turfed. Lighting project at seven schools that will impact mostly gyms.</li> </ul> <p><b>5.16.18:</b></p> <ul style="list-style-type: none"> <li>Cedar oak 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>	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>	Curt Nelson	Ongoing

Item	Description	Responsible Party	Status (due by)
	<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> <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> <p><b>3.21.18:</b></p> <ul style="list-style-type: none"> <li>The Information Technology department quickly and successfully put together a new District Safety website. There is now a link on the task bar of the district homepage that points to the West Linn – Wilsonville Safety Plan</li> </ul> <p><b>4.18.18:</b></p> <ul style="list-style-type: none"> <li>There was a recent addition to the safety submissions portion of the website which allows for individuals to submit more urgent, student specific concerns.</li> </ul> <p><b>5.16.18:</b></p> <ul style="list-style-type: none"> <li>This page will continue to be updated as needed, but be removed from the District Safety Committee minutes unless necessary.</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> <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</li> </ul>	District Safety Leadership Team	Ongoing

Item	Description	Responsible Party	Status (due by)
	<p>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.</p> <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>		
17-6.1	<p><b>5. 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><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><i>District Safety Leadership Team</i></p> <p><i>Pat McGough</i></p>	Ongoing
17.11.2	<p><b>6. 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>	<p><i>Pat McGough</i></p> <p><i>Tim Woodley</i></p>	

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	<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> <p><b>3.21.18:</b></p> <ul style="list-style-type: none"> <li>There is an interview panel who are reviewing keys within the district. This subject will resurface at another date.</li> </ul> <p><b>4.18.18:</b></p> <ul style="list-style-type: none"> <li>Some schools are interested in creating sub folders for every teacher which would include a key. Many schools were keyed to have individual keys on each room...so they have not found this satisfactory with regards to subs as each key is specific in case they need to get into another classroom. Giving them master keys doesn't seem the solution, so other options are still being explored. This is on hold until we develop a plan for each building.</li> </ul> <p><b>5.16.18:</b></p> <ul style="list-style-type: none"> <li>Will begin this with the next school year, on hold until then. Develop a folder system with keys for subs.</li> </ul>		
17.12.2	<p><b>7. 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> <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><i>Curt Nelson</i> <i>Pat McGough</i></p>	
17.12.3	<p><b>8. Sonitrol Building Security</b></p> <p><b>12.20.17</b></p>	<i>Pat McGough</i>	Ongoing

Item	Description	Responsible Party	Status (due by)
	<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> <p><b>4.18.18</b></p> <ul style="list-style-type: none"> <li>Proposed solution is waiting for IT's approval. Update current panels to new technology.</li> </ul> <p><b>5.16.18:</b></p> <ul style="list-style-type: none"> <li>No new updates as this time.</li> </ul>		
18.1.1	<p><b>9. 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>		
18.1.2	<p><b>10. 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. Where should they go next?</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><i>Cindy Lindsley Jeff Chambers</i></p>	
18.1.3	<p><b>11. Touchless paper towel dispensers</b></p> <p><b>4.18.18:</b></p> <ul style="list-style-type: none"> <li>It has been requested by district nurses that 'Emotion Dispensers' be installed district-wide...particularly in the health rooms. This would actually change the paper towels that are used as well as they are not universal as advertised. Suggested that perhaps this is feasible in the health rooms. It is likely that the health rooms will be changed this summer.</li> </ul>	<p><i>Pat McGough Mark Law</i></p>	

Item	Description	Responsible Party	Status (due by)
	<b>5.16.18:</b> <ul style="list-style-type: none"> <li>Installed a few in a couple health rooms, eventually will be in all of the health rooms districtwide.</li> </ul>		
18.4.1	<b>12. How are classes who are on a mini field trip supposed to respond to an incident such as a lockdown?</b> <b>4.8.18:</b> <ul style="list-style-type: none"> <li>The committee feels that this might be best addressed by the DSLT and be delivered at a levels meeting</li> </ul> <b>5.16.18:</b> <ul style="list-style-type: none"> <li>No new updates at this time for this committee.</li> </ul>	DSLTT	

#### NEW SAFETY COMMITTEE ISSUES/DISCUSSION:

- Is there a district policy that makes fire or earthquake drills unannounced to teachers?
  - This is at the discretion of the principal.
- Teachers in newer classrooms want to know if they would ever have the need for a tool breaking the glass that surrounds their room (to escape).
  - The glass walls are the same as a normal wall, it'd be just as challenging to break through.
- We recently got a contract signed with PBS to do routine asbestos three year inspections and six month re-inspections...unsure if they are actually doing this or not.
  - Pat will handle this and get report to Cindy for posting.
- Report from board level...Safety Advisory Committee to review district safety. Their role is to come up with a prioritized list of safety initiatives that they believe the district and board should pursue. There's planned to be three committees in total (primary, middle, high). Board Chair has reached out to various patrons who have recently had voices in student safety. The board has met about how to manage that group and the first meeting is tonight to learn what their charge is. Groups will meet throughout summer and report back in September.
- We bought Phillips AEDs and over time we have added them around the district. We add them into the new schools, it's a common practice. The maintenance of them is held by the office of the School Nurse. There was a recall for some of those serial numbers though. There were two levels: one if it's still under warranty then they will replace for free and some that are out of warranty that they will give you a rebate for. None of ours have displayed the reported issues – but, we intentionally put them in buildings to save lives and the risk is too high to not replace them. Thus, they *will* be replaced. Brenda will manage the replacement and Cindy will update the serial numbers on the spreadsheet.

**NEXT MEETING: June 20, 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@wlwv.k12.or.us](mailto:lindslec@wlwv.k12.or.us)