



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

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District Safety Committee Agenda

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

| A. ATTENDEES: | Name | Location/Title | Present | Absent |
|----------------------|---------------------|---|----------------|---------------|
| | Officer Al Bunch | West Linn HS, SRO | | X |
| | <i>Vacant</i> | District Nurse West Linn & WLEA Representative | | X |
| | Jeff Chambers | Maintenance Supervisor | X | |
| | Cindy Crowder | Program Coordinator | | X |
| | Officer Jason Dolan | 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 Safety Inspections at each site. 6.21.17: <ul style="list-style-type: none"> Reports are continuing and getting to Cindy Crowder. They are then distributed to principals and posted on the District Safety website. | <i>Mark/Cindy</i> | Completed |
| 16-3.1 | 2. Elert is working with the district on creating a District-wide emergency management plan. <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 Communication – Meet standards for communication tools d. GAO Emergency Management – gather info and assist districts e. Special Classroom Door locks that function by faub 6.15.16: | <i>District Safety Committee / District Safety Leadership Team</i> | Completed |

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| | <ul style="list-style-type: none"> 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>9.21.16:</p> <ul style="list-style-type: none"> 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: <ol style="list-style-type: none"> Facilities, Safety, and Emergency Planning (581-024-0275) 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 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>10.19.16:</p> <ul style="list-style-type: none"> 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>11.16.16:</p> <ul style="list-style-type: none"> Working on District-wide plan <p>12.21.16:</p> <ul style="list-style-type: none"> 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>2.15.17:</p> <ul style="list-style-type: none"> Draft EOP continuing to be worked on by Tim and superintendent(s). <p>3.15.17:</p> <ul style="list-style-type: none"> Tim to present at the April 10th 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>4.19.17:</p> <ul style="list-style-type: none"> Kathy Ludwig presented a safety update for the board. Next meeting will likely surface at the June board meeting. Administration team to meet monthly to work on Elert plan which will include discussion of training and reunification plan. <p>5.17.17:</p> <ul style="list-style-type: none"> Emails went out to principals to discuss Reunification plan. <p>6.21.17:</p> <ul style="list-style-type: none"> Lots of activity in the district regarding safety and security for students and staff. Connecting with law enforcement – had a recent meeting with District Safety Leadership team. This will be a meeting that occurs annually or | | |

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| | <p>semi-annually. Helps the district to adjust and work as a partnership with local law enforcement.</p> <ul style="list-style-type: none"> Met and discussed county level concerns with Sheriff Roberts – district security and planning. Major focus was on intervention early on, and some of the county resources that may be available (budget, people, places to get help before it's vital) – Dr. Jennifer Spencer Iiams is focusing on this. Met with Beaverton School District with a focus on reunification (they have a draft and have even practiced), the district will adopt this same plan and discuss this summer how trainings may happen. As they have drafted theirs, they realize they have to be in a close partnership with law enforcement to safely enforce the practice. Next week, Elert & Associates are going to be visiting the district with a representative meeting with administrative team and district leadership team. They will compose the Emergency Operations Plan and Reunification Plan. Next Thursday will be a meeting with all principals to discuss what reunification means and Standard Response Protocol. In the fall will be some onsite training/practice. Secretaries are the first to respond to many safety situations whether that is 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? | | |
| 16-5.2 | <p>3. Communication – 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</p> <p>5.17.16:</p> <ul style="list-style-type: none"> Tim recommends this discussion take place at a district level. <p>10.19.16:</p> <ul style="list-style-type: none"> 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>2.15.17:</p> <ul style="list-style-type: none"> District decision on communication – walkie talkies, intercoms. Because we are a public entity, we need to find another option (radio system). <p>3.15.17:</p> <ul style="list-style-type: none"> 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>4-19-17:</p> <ul style="list-style-type: none"> Cameras will likely be first, but this may come shortly after. <p>5-17-17:</p> <ul style="list-style-type: none"> Will revisit once cameras are in place. <p>6.21.17:</p> <ul style="list-style-type: none"> Every principal has a radio at the Beaverton School District; three administrators have emergency radios that can communicate with all local law enforcement. At each of the WLWV sites, we have technical walkie-talkies to communicate with the offices – we recognize that we may need to get something more compliant and reliable (perhaps on the next bond?) | Pat McGough | Completed |
| 16-6.2 | <p>4. Radon Testing will be done by 2021 in every space that can be occupied.</p> <p>7.20.16:</p> <ul style="list-style-type: none"> Pat reported that Radon Testing plans and protocols have been developed and approved by Oregon Health Authority (OHA). <p>9.21.16:</p> <ul style="list-style-type: none"> Plan completed and used as model by other districts. <p>10.19.16:</p> | Pat McGough | Ongoing |

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| | <ul style="list-style-type: none"> Compliant in time, we have until 2021 to test the entire district and scheduling needs to be completed (testing Oct-March) <p>11.16.16:</p> <ul style="list-style-type: none"> 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>12.21.16:</p> <ul style="list-style-type: none"> Create master schedule/roster for both radon and water testing at a set of a fifth of the schools annually in 2017/2018 <p>2.15.17:</p> <ul style="list-style-type: none"> 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>5.17.17:</p> <ul style="list-style-type: none"> Pat and Jeff both passed their tests/classes are now licensed Radon Certified Testers. <p>6.21.17:</p> <ul style="list-style-type: none"> Will begin testing this fall. | | |
| 16-7.1 | <p>5. Bond Construction Updates</p> <p>3.15.17:</p> <ul style="list-style-type: none"> Two schools that will have new shelter door locks (MCMS & SUPS) – first in Oregon to implement this at a school. In design for the perimeter fencing around COPS scheduled for April 1st; Wilsonville entry in design as well. Getting through permitting process for both. <p>5.17.17</p> <ul style="list-style-type: none"> 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. <p>6.21.17</p> <ul style="list-style-type: none"> 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. | Pat McGough | |
| 16-11.3 | <p>6. Surveillance Cameras</p> <p>11.20.16:</p> <ul style="list-style-type: none"> 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>12.21.16:</p> <p>Administration team met in mid-December on how district will use CCTV. Will regroup in January.</p> <p>2.15.17:</p> <ul style="list-style-type: none"> 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>3.15.17:</p> <ul style="list-style-type: none"> 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. | Tim, Curt, Pat | Completed |

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| | <ul style="list-style-type: none"> 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 intrusion 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>4.19.17:</p> <ul style="list-style-type: none"> 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>5.17.17:</p> <ul style="list-style-type: none"> June 5th Board meeting will discuss video surveillance monitoring. May 19th will have a meeting to discuss the administrative rules for the state of Oregon and potential camera placements at most schools (Tim, Curt, Jeff, Pat). <p>6-21.17:</p> <ul style="list-style-type: none"> School board passed policy for video monitoring at June meeting. With the policy there is directive to the IT department to be the host and also make selections. High schools will get comprehensive, middle school will be intermediate, and primary will mostly focus on front entrance. This will take place summer and fall. Next year they will be populated throughout the district. <p>7.19.17:</p> <ul style="list-style-type: none"> Curt to compile a report for Tim to present at the District Safety Meeting | | |
| 17-3.3 | <p>7. Oregon Initiative Tip Line –</p> <p>3.15.17:</p> <ul style="list-style-type: none"> 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. <p>6.21.17:</p> <ul style="list-style-type: none"> WLWV District will participate in this for all of our schools and accomplish this by working with the county. <p>7.19.17</p> <ul style="list-style-type: none"> The District will be signing up for this | Tim | Completed |
| 17-5.2 | <p>8. District Safety Website</p> <p>5.17.17:</p> <ul style="list-style-type: none"> Curt Nelson will be having the IT Specialists working on a District Safety Webpage for student/staff safety and security over the summer. <p>6.21.17:</p> <ul style="list-style-type: none"> This will start this summer varying from inclement weather, IPM, radon, bus safety, etc... | Curt | Ongoing |
| 17-6.1 | <p>9. Exclusion Program</p> <p>6.21.17:</p> <ul style="list-style-type: none"> 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. 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, | | Ongoing |

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| | <p>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.</p> <p>7.19.17</p> <ul style="list-style-type: none"> West Linn will need to initiate this process, Officer Dolan to move forward Wilsonville | | |

NEW SAFETY COMMITTEE ISSUES:

- 1) There was recently a 40-50 gallon hydraulic oil spill dumped onto asphalt at the development of Wilsonville High School's entry. The contractor contained it the best they could. They reported the spill to the district; the district then called PBS, everything is being correctly managed. The district was fully engaged and followed all protocols.

NEXT MEETING: September 20, 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