



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

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**District Safety Committee Agenda**

**Wednesday, July 15, 2020; 7:30 AM, WLWSD via Zoom**

**A. ATTENDEES:**

<b>Name</b>	<b>Location/Title</b>	<b>Present</b>	<b>Absent</b>
Staci Ball	WWEA Representative	X	
Jeff Chambers	Facilities Manager	X	
Officer Jeff Halverson	West Linn HS, SRO	X	
Mark Law	Custodial Supervisor	X	
Cindy Lindsley	Community Services Manager	X	
Pat McGough	Chief Operating Officer	X	
Officer Stephanie McCluskey	Wilsonville HS, SRO		
Jeremy Nichols	OSEA Representative	X	
Karen Pyeatt	District Nurse	X	
Shyla Waldern	Director of Human Resources		

**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:**

<b>Item</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Status (due by)</b>
20.1-14	<b>Emergency Operations Plan</b> <b>7.17.2019:</b> <ul style="list-style-type: none"><li>Hannah Chow will remain as record keeper for the S-EOP's and meet with principals in September 2019 to update the pages.</li><li>Aaron Downs spoke with Rolling Hills about a nationwide initiative to increase safety and security at graduation. The safety/security relationship between Rolling Hills and the District has been positive but as the District grows, they are suggesting to improve security.</li><li>Principals have been asked to review building plans.</li></ul>	<i>District Safety Leadership Team</i>	<i>Ongoing</i>

	<ul style="list-style-type: none"> <li>Hannah and Pat will connect about getting West Linn PD updated maps.</li> </ul> <p><b>9.18.2019:</b></p> <ul style="list-style-type: none"> <li>Ongoing. Aaron requests feedback from SRO's. Jeff Halverson confirms the principals and staff are supportive and willing to implement the school safety plan.</li> <li>Pat will send Stephanie McCluskey maps and floorplans.</li> <li>Stephanie and Jeff H. will meet with staff at Three Rivers to discuss their safety plan.</li> <li>Pat sends a question to the DSLT: If the first lockdown drill is announced, can the second one be unannounced? Aaron is working with DSLT to make sure our drills are as realistic as possible i.e. active shooter training, unannounced lockdown drills, unannounced evacuations.</li> <li>Aaron identifies that the district is always readily available to attend drills and debrief with the principals. Jeff Chambers confirms that the teachers are improving every time they train for each drill. He suggests to continue training with purpose and identifying areas of improvement.</li> <li>Aaron wonders if the principals and district staff are continuing to think about the worst case scenario and improving on our practices to debrief and find areas to improve on.</li> <li>Aaron says when there are open campuses, especially at a high school level, we have to practice drills when students are outside, during lunch. Pat confirms the primary schools are practicing drills during recess. Stephanie confirms Aaron's suggestion on practicing "real life" situations.</li> <li>Increasing awareness and importance of School Safety Leadership Teams in each school to discuss "real life" emergencies. DSLT can encourage these meetings within each building. Staci Ball offers help in the communication process.</li> </ul> <p><b>10.16.2019:</b></p> <ul style="list-style-type: none"> <li>First Responders Breakfast on Wednesday, October 9 was scheduled to review emergency plans and protocols. Table top exercises are helping to train and inform District staff. Two more meetings are scheduled for this school year. Jeff Chambers and Mark Law agree that it's beneficial and informative for all participants. Josh believes that different perspectives are helpful bringing the police department, TVF&amp;R and school district together. Jeff Halverson will encourage other sergeants to attend.</li> <li>Hannah Chow is continuing to work on updates and record keeping for the 2019-20 school year and has met with most principals to review individual school plans.</li> </ul> <p><b>11.20.2019:</b></p> <ul style="list-style-type: none"> <li>Dr. Downs reports to the District Safety Leadership Team on discussions from safety committee meetings. Pat asks who provides a sample EOP to school districts requesting it. Hannah confirms that the request is sent to her and Dr. Downs and he decides with help from the DSLT.</li> <li>First Responders Breakfast went well on 10/9/19. Stephanie says the tabletop exercises are helpful when she meets with school principals. Josh says as the group get more diverse, they are discussing emergency operation solutions during tabletop exercises. Jeff H. confirms that the secretaries' involvement is helpful. Stephanie agrees that its helpful when other staff members are there, including First Student. Two more planned for the 2019-20 school year.</li> </ul> <p><b>12.18.2019:</b></p> <ul style="list-style-type: none"> <li>Pat says the District is still understanding roles and responsibilities under operations for the incident command system and identifying roles from the District Safety Leadership Team. Aaron says the roles</li> </ul>		
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	<p>might be changing as District officials enter in and out of interim positions.</p> <p><b>1.14.2020:</b></p> <ul style="list-style-type: none"> <li>Aaron reminds committee that the DSLT is still working through the roles and responsibilities for the district command system. Roles might change as positions are still being filled. Pat says each person should learn their substitute role. Jeff says table top exercises are helpful in understanding command system responsibilities. Kathe wonders if there are plans for a reunification drill. Aaron confirms that the DSLT are in the planning phases of a reunification mock drill. Neighboring districts have already completed these drills. Aaron says the District Office might need to work with Operations to make sure everyone knows their role in the reunification process in case of a real event.</li> </ul> <p><b>2.19.2020:</b></p> <ul style="list-style-type: none"> <li>The District will not be conducting a reunification drill this year. The District Safety Leadership Team will continue conversations about scheduling for next year.</li> </ul> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>See COVID-19 update.</li> </ul> <p><b>5.20.2020:</b></p> <ul style="list-style-type: none"> <li>No update.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>EOP's will include protocols for COVID-19. There will be an infectious disease portion to each EOP. The DSLT will assist in creating the new protocols with help from Karen. Mindy Schmitz will act as new record keeper.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>DSLT has successfully developed a Communicable Disease plan which complies with the Ready Schools, Safe Learners. Will be added to District EOP immediately, required to re-open schools for the fall.</li> </ul>		
20.1-14	<p><b>Safe Routes to Schools</b></p> <p><b>7.17.2019:</b></p> <ul style="list-style-type: none"> <li>Aaron Downs has been in communication with Trillium Creek. The PTA is considering improving the walking paths and using PTA funds for the improvements. Tim Woodley, David Pryor, and Bob Carlson met to create a plan for the walking path.</li> </ul> <p><b>9.18.2019:</b></p> <ul style="list-style-type: none"> <li>Pat McGough brought up sidewalk improvements on Wilsonville Rd. They are making sidewalks ADA accessible. Aaron and Pat have been working with the school board and the city of Wilsonville, on how to handle safe routes to school. Routes to school have been blocked and students are walking in the roadway. The biggest concern is First Student following their existing routes and getting students to school on time.</li> <li>Trillium Creek pathway: neighborhood association requested assistance from the school district and Tim said no.</li> <li>Hannah Chow and Sheilagh Griffin from the SMART bus company are working on a crossing guard training program. They are coordinating with Andrew Kilstrom to film an instructional video to distribute at schools. Hannah will work with facilities to purchase crossing guard training equipment.</li> </ul> <p><b>10.16.2019:</b></p> <ul style="list-style-type: none"> <li>Aaron says safe routes to school is becoming more difficult in Wilsonville for infrastructure projects and roadwork. Pat says traffic is backed up on Wilsonville Road near Wood and Boones Ferry.</li> <li>On October 15, Jeff Halverson and WLPD spent time encouraging families and community members to be more aware of the constant flow of pedestrians at school sites. Aaron says crossing guards at high schools historically has not been very popular.</li> </ul> <p><b>11.20.2019:</b></p>	<p><i>Aaron Downs</i> <i>Hannah Chow</i></p>	<p><i>Ongoing</i></p>

	<ul style="list-style-type: none"> <li>Roads are open in Wilsonville. Stephanie asks what to do when children are missing school because older siblings are taking care of the younger siblings. How do we navigate bus service for students who are dealing with family neglect? Mark asks if there is county assistance for these families. Aaron says we should find a solution and First Student has regulations where they can't leave the bus unattended to knock on a student's door. Aaron suggests to contact Dr. Pryor if it's a primary level issue. Aaron says they have new type 10 vehicles where they can leave and assist with routes.</li> </ul> <p><b>12.18.2019:</b></p> <ul style="list-style-type: none"> <li>Stephanie politely declines crossing guard training at all schools but is happy to help film a training video. Aaron asks if Sheilagh Griffin and Stephanie can help train school employees in Wilsonville who can train future crossing guards. Josh and Staci confirm that the schools assign specific school employees for this role. Aaron asks if all primary schools have crossing guards. Pat and Jeff confirm that CedarOak Park does not have crossing guards. Pat says they primarily use crossing guards for buses. Aaron asks for Hannah to follow up with the City of Wilsonville and identify a "train the trainer" model.</li> </ul> <p><b>1.14.2020:</b></p> <ul style="list-style-type: none"> <li>Crossing guard training is ongoing. Formal training is planned for April.</li> </ul> <p><b>2.19.2020:</b></p> <ul style="list-style-type: none"> <li>Pat McGough says facilities repaired 200 feet of asphalt at Trillium Creek. It's the pathway closest to Rosemont. They cleaned up the path and helped to create safe routes. The land is privately owned and the District has agreed to perform maintenance.</li> <li>Crossing guard training will be held on March 18<sup>th</sup> at West Linn High School from 1:30pm to 2:30pm to include a representative from each primary school that will go back to their school and help train the other crossing guards. The Districts SRO's, Jeff Halverson and Stephanie McCluskey, will help in the training efforts on March 18th along with Sheilagh Griffin and Hannah Chow. Vests, signs and equipment will be distributed on that day. Each school needs to select an existing crossing guard to attend the training and bring materials back to their school. The attendee is responsible for training existing school crossing guards and new crossing guards. The District will provide all the materials necessary to make their school trainings successful.</li> </ul> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>See COVID-19 update.</li> </ul> <p><b>5.20.2020:</b></p> <ul style="list-style-type: none"> <li>No update.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>No update.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li><b>No update</b></li> </ul>		
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20.1-14	<p><b>Drills</b></p> <p><b>7.17.2019:</b></p> <ul style="list-style-type: none"> <li>Jared is working at Rosemont to clean the fire heads. He shuts down the system to work on them.</li> <li>Jeff is excited to attend the lockdown drills and having conversations with principals about timing and safety improvements. These conversations will continue Tim's mission to increase safety practices. Staci Ball asks about appropriate rooms to contain students during the drills. Jeff recommends classrooms and to avoid the kitchen, commons, and offices. He says to be observant and look for students in the hall before locking the room. Aaron says the conversation has changed for those who are not working in specific rooms but moving throughout the building. If you are in the halls, where do students and teachers go? He says it's helpful to have District officials attend the drills and continue the conversation.</li> </ul> <p><b>9.18.2019:</b></p> <ul style="list-style-type: none"> <li>Mark suggests focusing district attention on new principals and trainings.</li> </ul> <p><b>10.16.2019:</b></p> <ul style="list-style-type: none"> <li>Mark Law and Jeff Halverson agree that the drills are improving. Mark praises Trillium Creek staff for the lockdown drill on Tuesday, October 15. He said it was one of the best drills the District has seen. Pat says staff take it seriously if law enforcement is present.</li> <li>Pat says last summer they placed a wrestling mat in the gym. This presents a problem for earthquake drills. Students are lining up against the wall with the most support but the mat is interfering with their drill protocols.</li> <li>SRO's met with Three Rivers Charter School on October 15, 2019 to discuss their emergency operations plan.</li> <li>Aaron says the SRO's spent a lot of time over the summer getting law enforcement to work with the schools, understanding site floor plans, and reviewing emergency operation plans.</li> <li>Aaron says principals have been asked what to do if parents and students are outside. Do you bring them inside during a lockout? This topic will be brought to the DSLT. Pat and Josh say school staff have asked similar questions specifically about keys and being able to enter with their key during a lockout. Staci says school staff has recommended to have drills while students and staff are outside. Pat says it's up to the principal.</li> <li>Aaron says the DSLT are discussing unplanned drills and not to preplan the drill but have the teachers experience more "real life" situations and unexpected practice times i.e. lunchtime, breaks, etc. There is no plan to hold random drills. Jeff Halverson says principals should bring up "real life" scenarios with their staff. Thinking about what to do beforehand and discussing possible events. Jeff said Kate Donegan at Trillium told her staff the drill will be sometime this week but not the specific time. Pat says he keeps getting questions about putting locks on certain doors that are not designed for locks. Pat encourages staff not to hide in certain rooms/spaces in the school that do not have locks on the doors.</li> <li>Staci said she was at Trillium during the lockdown drill and a student was worried about law enforcement being able to see them. In a real event, will intruders be able to see them? Staci says the door opened and they were not able to see where her and the student hiding. Pat says they need to hide in rooms with locks. Aaron says during drills to pretend that you were walking in the hall and move to the closest space, preferably in a locked room. Aaron says Elert &amp; Associates recommend certain rooms for hiding and the District needs to practice drills according to their recommendations. Staci says the staff at Trillium is identifying which spaces are appropriate to hide. Jeff Halverson says law enforcement will check all the</li> </ul>	<p><i>Pat McGough Cindy Lindsley Jeff Chambers Mark Law</i></p>	<p><i>Ongoing</i></p>
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	<p>rooms and for unlocked spaces, if teachers and students are hiding and surprise law enforcement is not the best practice for drills.</p> <ul style="list-style-type: none"> <li>• Staci says it's a two-part concern, places to hide for drills and confidential student files not being accessed.</li> <li>• Fire drill at West Linn High. Staci says teachers claim the September fire drill at West Linn High did not go very well. There's a congested computer room they were evacuated through. Greg reached out to Pat about that specific corridor. Pat says it's an exit corridor that has to remain clear and they need to find another space to store old technology equipment. Jeremy says there used to be more space but when the renovation occurred, the room got smaller and the equipment keeps piling up. Pat has informed the school and IT.</li> </ul> <p><b>11.20.2019:</b></p> <ul style="list-style-type: none"> <li>• Jeff C. says in the last couple of weeks there has been a lot of cancellations. He says it's critical that District officials are there to debrief with the principal after the lockdown/lockout drill. Scheduling and communications efforts need to be made. Aaron says sometimes there are occurrences in the building where a drill needs to be postponed. Flexibility is important but consistency is also critical to make sure District staff is available. Josh says the school get busy but rescheduling a drill because they are busy is not a good excuse.</li> <li>• Mark says the shooting that occurred in Wilsonville on Friday, November 15 was hard to navigate because they could not figure out who decided to go into lockdown or lockout. Pat says Wilsonville High went into lockout in the morning. Jeff H. spoke to Andrew Kilstrom about communication efforts internally and externally. Stephanie confirms that law enforcement in both cities will communicate on what actions should take place during real emergency events and SRO's can direct District staff. Aaron and Pat agree that it helped working with law enforcement and specifically Police Chief, Rob Wurpes. Aaron will meet with the SRO's and discuss an emergency plan for real life events. Aaron says during 911 calls the District office needs to speak to school office staff to decide how to move forward. Stephanie believes there would be value in providing a District map to deputies.</li> </ul> <p><b>12.18.2019:</b></p> <ul style="list-style-type: none"> <li>• Pat says when District employees attended the lockdown drill on 12/17/19 at Wilsonville high school, they were able to see many students and staff through the glass and he recommends to install window coverings as part of the safety and security budget in the bond.</li> <li>• Josh says when Inza Wood has drills you cannot hear the intercom in the health room and the locker rooms.</li> <li>• Jeff Halverson says there's some improvement at the schools identifying between lockdown/lockout drills but still many areas for improvement especially with new staff members. He recommends to send the link for the lockdown/lockout video to all staff members. Staci Ball recommends to include it in annual trainings. Stephanie says to put drill information around the school so students and staff will have a visual of what the standard response protocols are. Jeff Chambers agrees that staff should be reminded of standard response protocols during school safety meetings. Staci says privacy curtains are the main topic for safety meetings at Trillium, Lowrie, and schools with a lot of windows/glass. Stephanie says we need to remind school staff on what the ultimate goal of lockdown/lockout trainings. Mark Law says when district staff attends drills there are schools that run their drills seamlessly and others with areas for improvement. Pat says certain schools are not structurally set up to be sound proof and promote privacy. Art Tech is one of them and the District has had conversations with school staff on how to improve</li> </ul>		
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	<p>during drills to include building privacy and sound restrictions. Jeff H. says to keep lockdown/lockout training simple for school staff. Aaron says is easier to track primary and middle school student's locations and lockout/lockdown trainings should be different for the high school since there's more freedom for the students to come and go. Jeff C. says there's not enough practice.</p> <p><b>1.14.2020:</b></p> <ul style="list-style-type: none"> <li>Ongoing. Shyla asks about drill schedules and what is required by the state. Pat confirms that Mark and Jeff attend most of the lockdown and lockout drills. Jeff says we are transitioning to unannounced drills. School staff are informed that the drill will happen sometime that week.</li> </ul> <p><b>2.19.2020:</b></p> <ul style="list-style-type: none"> <li>Jeff Chambers says the drill at Art Tech on 2/18 went well, but half the school was gone. There was an improvement from last time. Staci Ball says there are questions at Rosemont during evacuation drills for students using wheelchairs. Pat says to use the installed chairs. Pat says to limit the use because it damages the stairs, but he will check with SPED about how often they should be practicing with them. Josh H. says they have practiced with them at his school. Jeff Halverson says that certain staff members take the drills more seriously than others. Jeff Chambers says reminding staff members of simple practices are key to conducting successful drills. Stephanie believes table top exercises might be beneficial for the teaching staff to discuss how the drills are going and what to do in a real life scenario. Aaron Downs says he attended a drill at West Linn High and was impressed with the staff. Pat says Barb Soisson attended a drill at Wood and was pleased with the result as well.</li> <li>Stephanie asks who is required to call a lockout or lockdown drill, the administrator or law enforcement? Aaron says the district is hesitant to make emergency decisions without collaboration with law enforcement. He says there has been several events over the last few years where an administrator called a lockout or lockdown and law enforcement disagreed with the decision.</li> </ul> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>See COVID-19 update.</li> </ul> <p><b>5.20.2020:</b></p> <ul style="list-style-type: none"> <li>No update.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>No update.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>No update</li> </ul>		
20.1-12	<p><b>Environmental Safety Concerns</b></p> <p><b>7.17.2019:</b></p> <ul style="list-style-type: none"> <li>Aaron says the Healthy and Safe Schools plan was presented to the school board on July 12<sup>th</sup>. The state has not responded. Pat will update next time.</li> </ul> <p><b>9.18.2019:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>10.16.2019:</b></p> <ul style="list-style-type: none"> <li>Pat says revisions are underway for the HASS plan. Aaron needs to sign. The state requests for the District to balance out testing schedules. Jeremy is working on it with Pat. Tim is still listed as the AHERA "competent" person. Pat says he will contact PBS.</li> <li>Staci Ball says there are black coach horse beetles in classrooms biting students at Rosemont Ridge. Staci will speak to Debi.</li> </ul> <p><b>11.20.2019:</b></p> <ul style="list-style-type: none"> <li>Aaron and Pat will be presenting a HASS and IPM plan on 1/13 to the school board. Stephanie says she is receiving a lot of complaints about vaping in bathrooms and students with asthma are have health concerns. Stephanie recommends the District adding sensors in the bathrooms. Josh confirms that the sensors would help. There are</li> </ul>	<p><i>Pat McGough</i> <i>Jeff Chambers</i></p>	<p><i>Ongoing</i></p>

	<p>discussions around students blocking sensors and although it's a legitimate health concern, the District will need to coordinate with other school districts on if it's an effective solution. Josh says it's important to educate parents on these issues and provide visual assistance.</p> <p><b>12.18.2019:</b></p> <ul style="list-style-type: none"> <li>Jeff C. says he researched installing sensors in the bathrooms and maintenance staff are hopeful to find the right product. Aaron says the District is trying to understand how effective the sensors are in each building. Will students hide supplies that are making the sensors go off. Aaron says the District should discuss the peer pressure element of vaping and how to improve practices around educating students to stop vaping. Aaron says the tricky part is finding evidence to support how much students are vaping. There's a decrease in how many products are being purchased. Jeff H. and Stephanie believe a parent education night in January 2020 might be beneficial. Stephanie and Josh believes educating parents on human trafficking and online exploitations of students will be beneficial for suicide prevention and awareness too. Jeff H. recommends checking with PTA groups to see if they are already doing parent education nights on these topics.</li> <li>Pat says there's an indoor air quality test currently taking place at Stafford.</li> </ul> <p><b>1.14.2020:</b></p> <ul style="list-style-type: none"> <li>Healthy and Safe Schools Plan has been shared with school board. Aaron will work with facilities to create an annual report. HASS was approved in July 2019 and implemented during the 19-20 school year. Pat says as new schools are being opened, state required testing takes time to complete the appropriate data sheets before the District can start testing. Sunset and Meridian are exempt from testing. Facilities will continue testing at other schools. Aaron thanks Pat and Jeff for doing a phenomenal job tracking the specific testing requirements. Jeremy Nichols sent update about recent water testing at 2 schools. Water testing at Meridian was complete on 12-19-19 and Sunset was complete on 12-20-19. All test results came back well below EPA action limits. Water testing at Three Rivers will be done in coming weeks.</li> </ul> <p><b>2.19.2020:</b></p> <ul style="list-style-type: none"> <li>Pat says water testing is complete at Meridian, Sunset, and Three Rivers. He is waiting on formatting details with ODE. Herbicide applications went out on 2/20/2020.</li> </ul> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>See COVID-19 update.</li> </ul> <p><b>5.20.2020:</b></p> <ul style="list-style-type: none"> <li>See COVID-19 update.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>The District has a new Environmental Technician, Jeremy Nichols. Jeremy is in charge of all testing, recordkeeping and developing protocols.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>Have our board approved (and updated plan) with ODE, will be uploaded to our district website under 'environmental safety' with assistance from Communications Manager.</li> </ul>		
20.1-10	<p><b>Long Range - Bond Planning</b></p> <p><b>7.17.2019:</b></p> <ul style="list-style-type: none"> <li>Ongoing. The District is working with a consultant on a packaged plan to present. They provide a survey with results.</li> </ul> <p><b>9.18.2019:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>10.16.2019:</b></p>	<p><i>Tim Woodley</i> <i>Aaron Downs</i></p>	<p><i>Ongoing</i></p>



	<ul style="list-style-type: none"> <li>Bond proposition is on the November ballot. Signs are up and information from the communications department have been distributed to schools. Staci says WWEA is having teachers go out and canvas neighborhoods, both after school and on the weekends in both cities. Aaron says administration is knocking on doors on Sundays.</li> </ul> <p><b>11.20.2019:</b></p> <ul style="list-style-type: none"> <li>Aaron says now that the bond has passed with over forty percent voter turnout. Bond passed at sixty percent and levy passed at over seventy percent. We will discuss the safety and security upgrades and technology upgrades throughout the District. Josh says that as schools are being upgraded, the project managers should be aware of office placement, health room placement, and where to work while the site is under construction. Pat says it's important to bring this concern up after the architect and project management team has been created. Josh says it's important to evaluate needs in the elementary and middle school health rooms before construction begins.</li> </ul> <p><b>12.18.2019:</b></p> <ul style="list-style-type: none"> <li>Staci inquires about the accuracy of floorplans and signage for room numbers. Pat says the number at the top of the door is the correct room number and matches the floorplans.</li> </ul> <p><b>1.14.2020:</b></p> <ul style="list-style-type: none"> <li>On 1/13/2020, the school board approved an architect firm and contractors for upcoming bond projects.</li> </ul> <p><b>2.19.2020:</b></p> <ul style="list-style-type: none"> <li>Nothing to report. Ongoing.</li> </ul> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>See COVID-19 update.</li> </ul> <p><b>5.20.2020:</b></p> <ul style="list-style-type: none"> <li>Long range planning meeting held on May 13, 2020. Long range planning committee was also appointed to be the budget oversight committee for the 2019 bond program. Meetings will be scheduled quarterly.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>There are two retiring members of the Bond Committee. Term ends on July 30, 2020. Applications will be accepted thru July 31, 2020 with board approval. There are two openings on the Long Range Planning Committee. Next meeting is scheduled for July 29, 2020.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>Long range planning has been tasked with developing site signage on vacant properties. There is a meeting scheduled this evening. Appointment of three new members will occur by the School Board in August 2020.</li> </ul>		
20.1-11	<p><b>Before and After School Childcare</b></p> <p><b>7.17.2019:</b></p> <ul style="list-style-type: none"> <li>Aaron says several community groups are using the schools after hours and keys and lock boxes are not provided. How do we secure primary schools while community groups and after care are constantly in and out of the building? Aaron proposes the aftercare providers should streamline their own arrival/dismissal processes and create their own safety/security plan.</li> <li>Jeff Chambers says the conversation has continued because there is no way to enforce a safety policy after hours.</li> <li>Jeremy Nichols asks who has legal responsibility of students after hours. Aaron says the District works with groups to maintain security in the building and make sure they are following the terms and conditions set for facility use. Jeremy says the outside groups are not held to the same safety standards after hours.</li> <li>Jeff says the same standards have not been set for school staff versus community groups using our facilities. Aaron suggests a folder to hand out to substitute teachers and community groups with safety guidelines. Kathe agrees and believes this is a good opportunity to</li> </ul>	Hannah Chow Aaron Downs	Ongoing

	<p>train staff and community members on what safety precautions the District takes to make sure everyone using the facilities are following the same guidelines and educated on District security processes.</p> <ul style="list-style-type: none"> <li>• Jeff says the night custodians should be following the proper security procedures and acting as leaders to help community groups understand those procedures while they are using the facilities. Aaron suggests providing emergency contact numbers for aftercare providers and community groups.</li> <li>• Staci Ball asks about keyless entry. Pat and Jeff are working on keyless entry at Wilsonville High School and Rosemont for the bathrooms.</li> </ul> <p><b>9.18.2019:</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul> <p><b>10.16.2019:</b></p> <ul style="list-style-type: none"> <li>• Josh says there's a specific process for medication administration during aftercare hours. What is the best plan to protect student privacy policies while still able to administer medications according to the student schedules? Josh says the nursing staff are trying to find solutions to dispose of insulin needles. He recommends boxes. Maintenance staff will mount them and work order will be submitted.</li> </ul> <p><b>11.20.2019:</b></p> <ul style="list-style-type: none"> <li>• Josh says he spoke with Jennifer Spencer-Iiams on the training and development for aftercare staff on medication administration. Does Club K and Campfire follow the same medication administration protocols? Josh says the District protocols should be aligned with aftercare provider protocols that also follow HIPAA laws.</li> </ul> <p><b>12.18.2019:</b></p> <ul style="list-style-type: none"> <li>• Ongoing.</li> </ul> <p><b>1.14.2020:</b></p> <ul style="list-style-type: none"> <li>• Josh said the school board worked with District nursing staff to update the medication administration policy. Parents are required to have a medication plan for students. No other issues have been found.</li> </ul> <p><b>2.19.2020:</b></p> <ul style="list-style-type: none"> <li>• Josh H. says the nursing staff met with Camp Fire and Club K this month on medication administration. The aftercare providers are scheduling trainings with their staff through the American Diabetes Association. They are required to use release of information forms and agree that communication with the nursing staff is beneficial. David Pryor and Jennifer Spencer-Iiams will work on plans for the nursing staff to collaborate more with childcare.</li> </ul> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>• See COVID-19 update.</li> </ul> <p><b>5.20.2020:</b></p> <ul style="list-style-type: none"> <li>• Emergency childcare sight at Boones Ferry. Group of 10 stable students.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>• No update.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>• Dr. David Pryor, Pat, and Cindy met with Club K and Campfire about fall building use in coordination with schools.</li> </ul>		
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20.1-8	<p><b>Safety Committee Membership</b></p> <p><b>7.17.2019:</b></p> <ul style="list-style-type: none"> <li>• Jeff Chambers discusses history of the safety committee and how it was formed. Staci Ball will continue as the teacher representative.</li> </ul> <p><b>9.18.2019:</b></p> <ul style="list-style-type: none"> <li>• Connecting the DSLT with the safety committee. Guest, Andrew Kilstrom is attending to discuss new board policies. Aaron and Pat will create draft of bi-laws and create membership guidelines. Pat says Doug Nimrod, Pam Garza, and himself are part of the original safety committee.</li> </ul> <p><b>10.16.2019:</b></p> <ul style="list-style-type: none"> <li>• Aaron is creating a draft of by-laws.</li> </ul> <p><b>11.20.2019:</b></p> <ul style="list-style-type: none"> <li>• Aaron passes out draft of bylaws. In accordance with Oregon State Law and WLWV School District policy EB, the district safety committee will meet once a month with the following standing members: Director of Operations, Facilities Manager, Maintenance Supervisor, Custodial Supervisor, School Resource Officers. In addition, the following rotating members will attend: WWEA-Primary, WWEA-Secondary, WWEA-Nursing, OSEA-Secretarial, OSEA-Custodial, and OSEA-Maintenance.</li> <li>• Pat and Staci say it's important not to interfere with daily instructional schedules at the schools. The District includes maintenance and custodial staff because it does not impact their schedules as much as the teachers in the schools. Aaron says it's a delicate balance between finding the right members and those who have flexibility with their schedules so we don't have to find substitutes.</li> <li>• Josh and Staci discuss designating officials from WWEA. Pat says in the past WWEA asked for volunteers and no one stepped forward.</li> <li>• Looking for safety committee members from OSEA and WLEA. Discussion about bylaws and connection with District Safety Leadership Team.</li> </ul> <p><b>12.18.2019:</b></p> <ul style="list-style-type: none"> <li>• Ongoing.</li> </ul> <p><b>1.14.2020:</b></p> <ul style="list-style-type: none"> <li>• Pat and Aaron discuss longevity of safety committee membership. Pat says the first meeting he attended was in September 2000. Shyla is joining the safety committee as the director of human resources. Brittany Bucholz will be joining as a WWEA representative.</li> </ul> <p><b>2.19.2020:</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul> <p><b>5.20.2020:</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>• We have a new member, Karen Pyeatt, representing the nursing team. Cindy Lindsley will return as the Community Services Manager. There will be up to two new WWEA members joining the committee.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>	Aaron Downs	
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20.1-4	<p><b>Safety, Security, and Technology Upgrades:</b></p> <p><b>11.20.2019:</b></p> <ul style="list-style-type: none"> <li>Now that the bond has passed with over forty percent voter turnout, passing at sixty percent and levy passing at over seventy percent, we will discuss the safety and security upgrades and technology upgrades throughout the District.</li> </ul> <p><b>12.18.2019:</b></p> <ul style="list-style-type: none"> <li>Ongoing.</li> </ul> <p><b>1.15.2020:</b></p> <ul style="list-style-type: none"> <li>Pat says facilities will work with IT to develop calling systems in classrooms to reach 911 in case of an emergency.</li> </ul> <p><b>2.19.20:</b></p> <ul style="list-style-type: none"> <li>Pat M. and Jeff C. will meet with the building engineers on 2/19/20 to discuss upgrades.</li> </ul> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>See COVID-19 update.</li> </ul> <p><b>5.20.2020:</b></p> <ul style="list-style-type: none"> <li>Five primary schools set to receive safety upgrades. Project is out for bid on 5.21.20. Construction will begin after board approval of the contracts. Bids are out for secure entries at Boeckman, Bolton, West Linn High, Wilsonville High, Sunset and Meridian.</li> <li>The District will work with West Linn Police Department about providing space for training. Officer Halverson says Sergeant Garland, previous SRO for Clackamas Community College will work out dates between June 15 and July 15, 2020.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>Contracts for five primary schools are issued and construction is in progress at Boones Ferry, Rosemont, Stafford, Cedaroak Park and Lowrie.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>Projects are underway at five schools to reconstruct entries (including shelter lock systems for classrooms) and expected to be complete late August (before school year).</li> <li>There will be some items that will be completed after school such as re-keying.</li> <li>Jeremy Nichols will be re-numbering all rooms district wide.</li> </ul>	<p><i>Pat McGough</i> <i>Jeff Chambers</i></p>	
20.2-1	<p><b>Nursing Staff Safety/Health Updates</b></p> <p><b>2.19.2020:</b></p> <ul style="list-style-type: none"> <li>Josh Harrell discusses Vaccination Exclusion Day on 2/5/2020. He says there was a free immunization clinic at Boones Ferry every year for families who want to vaccinate their children but do not have insurance. Families can come to the free clinic and find out what vaccinations their children need.</li> </ul> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>See COVID-19 update.</li> </ul> <p><b>5.17.2020:</b></p> <ul style="list-style-type: none"> <li>No update.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>Karen says the District is continuing to work with neighboring Districts to find what is needed this fall. It's an ongoing summer project.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>Continuing with virtual meetings, no new updates to report at this time.</li> </ul>	<p><i>Josh Harrell</i></p>	

20.4-2	<p><b>COVID-19 Updates:</b></p> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>• All action items are on hold until the District has some relief from COVID-19. When the Governor relaxes social distancing guidelines, we will determine a new plan for each action item.</li> <li>• 3/12/20 Governor Brown ordered all public schools to close for two weeks beginning 3/16/20. In response, operations disinfected all spaces in all buildings. Social distancing was recommended.</li> <li>• 3/17/20 order was extended until 4/28/20. In response to extension, all buildings were closed to all staff, students and parents. Playgrounds were shut down and field spaces were closed. No organized activities at any site. Staff members were given access weekly to retrieve curriculum and supplies necessary for distance learning.</li> <li>• 3/25/20 District received formal OSHA complaint regarding social distancing. The complaint centered on a scheduled meeting for operations staff at Wilsonville High School. The meeting was canceled prior to receiving the complaint precisely because the District could not ensure social distancing. The OSHA complaint was dismissed.</li> <li>• 4/8/20 order was extended for remainder of school year. In response to closure for the remainder of school year, District administration is designing protocols for students and staff to retrieve personal items from each school site and teaching materials needed.</li> <li>• 4/17/20 Jeff Chambers, Mark Law and Pat McGough will meet with secondary principals to design protocols for retrieval of student's personal items and medication beginning 4/22/20. Middle schools and high schools scheduled for week of 4/20/20 and primary school scheduled for week of 4/27/20.</li> <li>• For those identified as high risk according to CDC guidelines are encouraged to stay home.</li> </ul> <p><b>5.20.2020:</b></p> <ul style="list-style-type: none"> <li>• On May 14<sup>th</sup> student retrieval was completed at primary schools for personal items. Middle school retrieval is scheduled for May 21<sup>st</sup> and 22<sup>nd</sup>. Jeff Chambers and Mark Law have been organizing pickups to make sure families and staff are following social distancing guidelines. Para-educators and classified staff will continue to be outside reminding families of social distancing guidelines. Retrieval of personal items at the High Schools will be scheduled soon.</li> <li>• Governor Brown's executive order does not mandate masks. The District cannot mandate that employees wear masks. If the District mandates wearing of masks, they have to provide N-95 masks. Certain employees have chosen not to wear masks but the District is actively working with these employees to encourage safety protocols under the governor's optional recommendations for wearing masks. If an employee requests a mask, the District can provide what's available. We need to inform them that they are only a covering and not true protection against the virus.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>• ODE has issued guidance and protocols for the 2020-21 reopening. DSLT is developing a model plan tailored to all three levels: primary, middle and high. This includes a variety of protocols like cleaning buses, buildings, etc. Reopening of District facilities is tentatively scheduled for July 6<sup>th</sup>. This mostly includes outdoor spaces for youth sports but the District could make indoor spaces available for churches, up to 25 people. Jeff says he is meeting with District staff to develop a plan on how to staff buildings on the weekend.</li> <li>• Jeff says Pacific Sports Turf is redoing the field at Athey Creek. Two employees at Pacific Sports tested positive for COVID-19. Three of the District's grounds crew had contact with them for less</li> </ul>	<p><i>Pat McGough</i> <i>Jeff Chambers</i></p>	<p><i>Ongoing</i></p>
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	<p>than 10 minutes. At this point, the three employees are off work and getting tested. The option is to have employees self-quarantine for 14 days. Shyla says under FERCA law; employees are paid for the time they are out. Human Resources consulted with the nursing team and Student Services to find out what the District responsibilities are for employees who are self-quarantined. Pat says there are guidelines being developed for “contact tracing.” Jeff says the results for testing are available within 36 hours. Karen says if they are tested but come back negative, they will continue to take 14 days off in case there’s a false negative. She says that whoever is exposed has to have enough of the virus in their body to test positive and sometimes there is a delay in testing positive. Karen and Staci agree that the testing should be done on day 14 of quarantine to make sure it’s safe to return to work. Jeff asks “what is actual exposure to the virus?” How do we determine who gets sent home and who gets tested? Pat says he will receive answers and send an update out to the committee.</p> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>• Staff will all be required to wear face coverings. Some staff will be required to wear face shields. Robotics team at Wilsonville High School is creating an option for staff. Have made about 1,500 of them for health professionals.</li> <li>• District is still refining protocols for Ready Schools, Safe Learners – listening to feedback from all departments and potential participants who will be impacted. DSLT and administration is determining how to implement protocols.</li> <li>• Staci states that the union has questions, but unsure what questions might truly be until the blueprint is released.</li> <li>• Plexiglass is on order for barriers in the front offices. Plexiglass barriers for isolation spaces for those who show signs of covid-19. Cloth masks will be ordered for every staff member and contemplating ordering one for each student as well (depending if it becomes a requirement for our students to wear one).</li> </ul>		

20-4.3	<p><b>Personal Protection Equipment (PPE):</b></p> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>• CDC recommended that N95 masks should be used by medical personnel. Risk was low to general population. Now they suggest that people wear masks to prevent spread. Masks offer no protection for the person wearing it. It's only used to prevent the spread. Currently, as of 4/17/20, wearing masks is optional not mandatory.</li> <li>• While strongly recommending the use of masks, the District's cannot mandate that employees wear them</li> </ul> <p><b>5.17.2020:</b></p> <ul style="list-style-type: none"> <li>• No update.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>• Staci reports that she's received questions about gloves and face shields being provided by the District or if members need to purchase their own</li> <li>• Pat shares that there is a fire regulation around hand sanitizer. The size of the bottles are regulated. Pat will work with fire marshal to make sure the district is following the proper guidelines for hand sanitizer in schools.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>• The district will be furnishing masks and the mask protection depends on the position. Nursing staff will be directing personally with potential cases and will be receiving hospital grade masks, gloves, gowns, etc. Disposable masks will be available onsite for any damaged masks. Gloves will also be available.</li> </ul>		
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#### **NEW SAFETY COMMITTEE ISSUES/DISCUSSION:**

1. Karen shares that there has been conversations among staff asking the district administration to consider a two day alternating schedule vs. 'day on, day off' schedule for the school days (example, group A attends session on Mondays and Tuesdays and group B attends Wednesdays and Thursdays).
2. Something to ponder...how can teachers safely work with SPED students who may require more physical learning?
3. Conversation around students learning to open their own lunch items. Teachers/instructors tend to assist often at lunchtime and there are efforts to limit this interaction.
4. Additional Safety Meeting scheduled for August 19<sup>th</sup> at 7:30am. The District Safety committee would like to invite Jennifer Spencer Iiams to discuss Ready Schools, Safe Learners

**NEXT VIRTUAL MEETING: August 19, 2020 – Zoom, 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)