



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

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## District Safety Committee Agenda

**Wednesday, July 17, 2019; 7:30 AM, WLWSD @ District Operations Center**

**A. ATTENDEES:**

<b>Name</b>	<b>Location/Title</b>	<b>Present</b>	<b>Absent</b>
Staci Ball	WLEA Representative		
Jeff Chambers	Maintenance Supervisor		
Hannah Chow	Community Services Manager		
Officer Jason Dolan	Wilsonville HS, SRO		
Pam Garza	OSEA Representative		
Officer Jeff Halverson	West Linn HS, SRO		
Josh Harrel	District Nurse		
Mark Law	Custodial Supervisor		
Pat McGough	Facilities Manager		
Kathe Monroe	Director of Human Resources		
Jeremy Nichols	OSEA Representative		
Doug Nimrod, VC	OSEA Representative		
Aaron Downs, C	Assistant Superintendent & Director of Operations		

**B. MINUTES REVIEW:**

The minutes from all meetings are available on the website: <http://www.wlww.k12.or.us/Page/10597>

**C. EXISTING ACTION ITEMS:**

<b>Item</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Status (due by)</b>
19.1-1	<p><b>Emergency Operations Plan</b></p> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>3.20.19</b></p> <ul style="list-style-type: none"> <li>Reviewed with nurses, reviewed and had training with CREST. Go-kit was delivered at CREST on 3/20/19. We have completed an</li> </ul>	<i>District Safety Leadership Team</i>	<i>Ongoing</i>

	<p>emergency operation plan for Three Rivers Charter School. Tim will meet with Nic Chapin, head master at Three Rivers, to review.</p> <ul style="list-style-type: none"> <li>• District will help Three Rivers in compliance with the Healthy and Safe Schools act: lead, lead in water, radon, and IPM.</li> <li>• District will not charge Three Rivers to incorporate them into our emergency operation plan. Adding them to the district plan will provide continuity as Three Rivers students transition to the high schools.</li> <li>• Three Rivers will be included in an environmental safety plan starting SY19-20 July 1, 2019.</li> <li>• Jeff Halverson will act as SRO.</li> </ul> <p><b>4.17.19</b></p> <ul style="list-style-type: none"> <li>• Three Rivers S-EOP was approved and signed for on 4/10/19 by Nic Chapin. Go kit was reviewed and signed for. Six emergency safety guides were delivered, one for each classroom and one for the front desk. Three Rivers have formed their school safety leadership team (SSLT) consisting of the principal, two secretaries, and a teacher. They meet every week.</li> </ul> <p><b>5.15.19</b></p> <ul style="list-style-type: none"> <li>• There was a Safety training for office staff of DO and DOC. The focus was on reunification. Reviewed the rolls for an offsite reunification. Training was well received.</li> <li>• Aaron Downs will be taking on the position of interim Operations Director. In the EOP he has a specific roll and would also have an additional roll. Both rolls are a vital part of the EOP. The DSLT will meet to review Aaron’s two rolls and decide if everyone should move up.</li> <li>• Tim reported there will be security on site for the Wilsonville HS graduation ceremony at Rolling Hills Church. The District will let the church know what security group will be used. Only one uniformed armed officer would be needed. Officer Dolan has been asked to be present. Pat will work out the details and will report back on this.</li> </ul> <p><b>6.19.19</b></p> <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>		
19.1-2	<p><b>Safe Routes to Schools</b></p> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>• SRTS open house scheduled 1.29.19 at Trillium Creek for City of West Linn. Morgan Palmer with City of West Linn is helping facilitate. Public comment and input will be received at open house on 1.29.19. District will advertise through listserv.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>• Open house on 1.29.19 went well. Hannah is working with Morgan Palmer at the City of West Linn to develop an action plan for SRTS in West Linn. A work session with City Council is planned for March 4<sup>th</sup>, 2019 at West Linn City Hall to discuss action plan.</li> </ul> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>• City of West Linn passed bond to improve streets for SRTS. Action plan has been developed with the help of the district. City is prioritizing street projects using maps provided from the district. After open house at Trillium Creek in January, City of West Linn will bring projects to city council and discuss where to start. City of Wilsonville has assigned Sheilagh as their SRTS spokesperson. They wanted the district to be involved in their action plan for SRTS education. District responsibility by law is to be a consultant for city officials.</li> </ul> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>• ODOT is hosting an upcoming workshop to learn how to apply for “non-infrastructure” grants that can help fund education for things like training SRTS volunteers. I (Hannah) will attend the workshop</li> </ul>	<p><i>Tim Woodley Hannah Chow</i></p>	<p><i>Ongoing</i></p>

	<p>to meet ODOT’s SRTS program managers and ask questions about the various programs. Morgan Palmer from the City of West Linn will attend the workshop and learn how to apply for SRTS grants. Morgan Palmer is developing an action plan for SRTS in West Linn and the action plan includes the school district acting as a consultant for the City of West Linn’s SRTS plan.</p> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>The district has coordinated with the city of West Linn and the city of Wilsonville to coordinate crosswalks and create and post maps. Tim will meet with city coordinators to help SRTS have more access to PTA groups. Hannah will be attending the Bike to School event at Rosemont.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>David, Hannah and Tim met with Morgan Palmer from City of West Linn and Sheilagh Griffin from SMART on 5/15/2019 to discuss the District’s SRTS plan. David will send an email to principals about our Safe Routes to School initiatives and our request to coordinate with PTA members, Sheilagh Griffin will help us organize a crossing guard training program in Wilsonville where instructional assistants and volunteers from West Linn schools can also attend. Morgan will continue working on infrastructure improvements in West Linn and attend the PTA meetings with Hannah for feedback on prioritizing projects. Hannah, Sheilagh and Morgan will create a SRTS action plan to include projects in West Linn and educational programs in Wilsonville. This proposed action plan will be sent to David and Tim for approval.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li></li> </ul>		
19.1-3	<p><b>Drills</b></p> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Ongoing. Jeremy says announcements on radio are helpful.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Staci Ball recommends ongoing training for school staff about the difference between lockdown and lockout. Pat says we adopted the lockout/lockdown language from I Love You Guys and making sure we are keeping language consistent across the district. Jeff Chambers says he speaks to school staff during debrief after each lockdown/lockout drill to help them explain the difference. Kathe Monroe will put emergency drills handout in each new hire packet. Jeremy says he noticed many staff members at the first responders breakfast who did not know the difference.</li> </ul> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>Schools are still learning difference between lockout and lockdown. Staci recommends adding colors as a distinguishable difference for drills. Hannah will send Kathe Monroe handout for new hire packets.</li> </ul> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>Rosemont Ridge has had six incidents this year where the fire alarm was triggered. Maintenance confirmed that it was a dusty smoke detector.</li> <li>Pat reported a contractor will be hired during the summer to clean and replace, if needed, all the smoke detectors at Rosemont.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>TCPS has had two false alarms. It has been found there was a program issue with the fire alarm. The fire alarm at BOLPS has a relay issue. Curt is working on getting this fixed.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>Ongoing</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<p><i>Pat McGough Hannah Chow Jeff Chambers Mark Law</i></p>	<p><i>Ongoing</i></p>

19.2-1	<p><b>In case of earthquake, what is the protocol for wheel chair bound students?</b></p> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Pat says area of refuge signs have been posted. Jeff and Zac are finalizing sign placement and maps, districtwide.</li> </ul> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>Doug and Zach have identified areas of refuge for all two story schools. Maps have been sent to Andrew. Maps will be sent to SRO's. Andrew will send out earthquake memo.</li> </ul> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>Andrew sent earthquake memo on 3/27/19 to all secretaries and principals with attached areas of refuge.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>WLHS has met definition for area of refuge and not all two story schools have met this definition. TVF&amp;R has reported there are requirements for the phrase/wording for area of refuge. Can wording be added to maps for first responders. Insurance provider could assist with correct wording.</li> <li>Jennifer Spencer Iiams will give notice of inclusive practices. The DSLT will sort and correct this in all ways.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>DSLIT is still working on guidelines for students using wheelchairs. Areas of refuge have been identified and signs are placed.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li></li> </ul>	Pat McGough	Ongoing
19.3-1	<p><b>Environmental Safety Concerns</b></p> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>Staci confirms no more asbestos questions have come up.</li> </ul> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>Tim and Pat went to The Healthy and Safe Schools Plan meeting. The district is fully compliant and will submit the plan by June.</li> <li>Pat reported there is a new routine for IPM testing. New buildings must be tested before they are occupied.</li> <li>Pat will be working with Three Rivers for IPM, radon and water testing and record keeping. He will coordinate with them on sending letter to parents.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>Once the charter has been renewed at Three Rivers Pat will move forward with integrating the management of safety and security.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>Healthy and Safe Schools plan is complete.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li></li> </ul>	Pat McGough Tim Woodley	Ongoing
19.4-1	<p><b>Long Range - Bond Planning:</b></p> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>Abatement and lead paint removal will take place at COPPS and BOLPS this summer. District will use a licensed contractor to complete the process. BCPS will be getting a modular building.</li> <li>Tim reported there are several safety projects that will be included in the next bond. In addition to new schools, new technology will be added. New and secure entries for all schools to include safety glass and shelter locks. Security curtains will also be added.</li> <li>Pat has been working with Jim Mangan around window tinting on the south side of TCPS.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>At the August 5th school board meeting, the board will decide to place the bond in the November elections.</li> </ul>	Tim Woodley	Ongoing

	<p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>		
19.3-2	<p><b>Crossing Guards at Primary Schools:</b></p> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>• Crossing guards at primary schools: crossing guards at Wilsonville Road at the Boeckman Creek entrance. Tim and Lindy Sproul were wondering about training for crossing guards. The traffic lights dictate the intersection. What happens when pedestrian indicators are delayed? Ask other districts how many schools use a crossing guard and if they train them first. How many of our schools? WILPS, BCPS, BFPS. Jeff says flaggers are trained before they are put on the street. What equipment should be issued for crossing guards? Hannah will research and send details to safety committee. Pat says its covered under SRTS.</li> </ul> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>• Community Services reached out to neighboring school districts asking what crossing guard training they provide. Most of them have crossing guard training under their Safe Routes to School program. We spoke with Sandy van Baggen, Senior Trainer and Safety Consultant with Portland Public and she said they provide training with a mix of students and adults. PPS Security Services Department oversees this operation and work with the police department to train volunteers. The police department web page includes a document for parental consent and a traffic patrol pledge.</li> <li>• We spoke to Jeff Halverson on 4/11/19 asking if WLPD does something similar or has a traffic safety program and he said no.</li> <li>• We spoke to Zachary Horowitz, Multimodal Transportation Engineer at ODOT on 4/11/19 and he agreed to act as a consultant to the school district helping us build our program. We have a meeting scheduled with him at ODOT on 4/26/19 to secure the program details.</li> <li>• We spoke with Sheilagh Griffin, Transportation Demand Management Technician at SMART bus company. Sheilagh's position is a two year grant funded position and part of the grant requirements include her partnering with schools in Wilsonville and the school district to educate students on traffic safety. Sheilagh has agreed to be a trainer and facilitator in our crossing guard training program.</li> <li>• Tim will meet with David Pryor and Sheilagh.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>• Looking into Crossing Guard training for IA's.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>• Waiting on SMART bus company grant.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	Hannah Chow	Ongoing
19.3-3	<p><b>Before and After School Childcare:</b></p> <p><b>3.20.19:</b></p> <ul style="list-style-type: none"> <li>• Club K terminated an employee on 3/7/19. Employee threatened self-harm so Club K asked if the doors to Boones Ferry and Lowrie would be locked in case employee comes back. Lockout was initiated at both schools. Pat says the solution might be to give childcare keys. Other solutions might impact arrival/dismissal conveniences. Staci says Trillium Creek keeps the doors locked and they use radios. Proposal is to keep doors locked at all times. Pending approval. Tim believes the childcare provider is responsible for student's safety after school. Mark believes the District should demand a certain level of safety during the day. Pat asks if we should</li> </ul>	Tim Woodley	Ongoing

	<p>consider isolating the gym during construction of a new primary school. Conversation will continue until solution is reached.</p> <ol style="list-style-type: none"> <li>1. Do we lock the exterior doors after school while before or after childcare is at school?</li> <li>2. How do we streamline the arrival/dismissal process for parents if all doors are locked?</li> <li>3. Do custodians open the doors for childcare convenience or keep them locked?</li> <li>4. Do you keep doors locked for enrichment classes?</li> <li>5. Do we give keys to childcare groups? Lock box? Card reader?</li> </ol> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>		
19.4-2	<p><b>Safety Training for Substitute Teachers</b></p> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>• How we ensure that ALL substitutes receive safety training and information about lockout/lockdown, emergency safety guide, etc? Kathe reported this information will be in new employee folder.</li> <li>• How each school prepares its guest teachers for the onset of any emergency. Is there a handbook that we should/could be giving substitute teachers who work in our district? Emergency Safety Guide is located in each classroom. Andrew is having 200 more copies printed.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>• The Nursing department has had some concern from parents over whether subs have had safety training. Josh reported that subs are not currently trained on medical protocol, but that staff in buildings have been trained. Can we find a way to train effectively? Will wait for Kathe Monroe to respond.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>• Kathe Monroe will place information in new hire packets and provide the same materials for classrooms so substitute teachers have training materials available.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<i>Kathe Monroe</i>	<i>Ongoing</i>
19.4-3	<p><b>Parking Issue at West Linn High School</b></p> <p><b>4.17.19:</b></p> <ul style="list-style-type: none"> <li>• Officer Halverson brought forward a parking issue at West Linn High School. Students are parking in a small area on Skyline that is next to the track. Pat said nonpermanent boulders or planters can't be placed there. Tim recommended partnering with the City of West Linn to find a solution that is unified and definite.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>• Tim went up to WLHS to look at what is going on with the parking issue. There is room for seven cars, but not built for parking. Also not a good spot to back out from. He reported there is a plan around the next bond for additional parking and stadium improvements. Tim will be meeting with the City Engineer, Lance Calvert.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>• Additional parking is included in the next bond.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<i>Tim Woodley</i>	<i>Ongoing</i>
19.4-4	<p><b>District Policy on Animals</b></p> <p><b>4.17.19:</b></p>	<i>DSL</i>	<i>Ongoing</i>

	<ul style="list-style-type: none"> <li>Stacy asked if there was a district policy regarding dogs in our school buildings. Tim/Pat communicated there is an Administrative policy on this and this would be communicated to administrators.</li> </ul> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>A new policy is in draft and will move forward to the School Board. DSLT will need to approve.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>Board policy will be announced in July.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li></li> </ul>		
19.4-5	<p><b>Parking Lot Safety at Lowrie Primary School</b></p> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>There is a safety concern in the parking lot at Lowrie when cars are in the pickup line and pulling out. People are also walking between parked cars. Pat had cones put out, but this is not working well. Pat suggested having one person outside controlling traffic to solve the problem with the need for a pickup and thru lane. David Pryor is in agreement with this plan and would need to approve extra staffing to be assigned for traffic control. Pat will help with a traffic pattern change and help create a map to be approved to send out to parents.</li> <li>Could a central walking path be created at Lowrie? May lose up to 2 parking spaces.</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>Over the summer, maintenance will be adjusting parking lot striping to accommodate the flow of pick up and drop off.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<i>Pat McGough</i>	
19.4-6	<p><b>Health and Safety Concerns</b></p> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>There is a specific health concern with spitting and saliva getting in the eyes, nose and mouth of staff. Can staff have personal cleaning supplies for this? Mark will work with a team and get in touch with Jennifer Spencer Iams. There are portable eye station kits that can be made available to use, if needed. Josh will also clarify on this subject to see what can be done.</li> <li>Another health concern is scratching and breaking through the skin of IA's. What can be done in this instance?</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>Closed.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<i>Mark Law Pat McGough Josh Harrel</i>	
19.5-1	<p><b>Dog Signs</b></p> <p><b>5.15.19:</b></p> <ul style="list-style-type: none"> <li>Stafford PS is having an ongoing problem with people not picking up after their dogs in the bark chip area of the preschool playground in the front of the school. The school has posted a sign that says, "Good neighbors pick up after their pets."</li> </ul> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>Ongoing.</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<i>Pat McGough Hannah Chow</i>	
19.5-2	<p><b>Safety Committee Membership</b></p> <p><b>6.19.19:</b></p> <ul style="list-style-type: none"> <li>Originally there were two slots for Certified, 2 for Classified, 1 for the Office of the School Nurse, Facility Manager, Custodial Supervisor, HR Director and Operations Director. Over time we have added Maintenance Supervisor, one more Classified and 2 SRO's. In any case, the Community Services Manager is the secretary/record-keeper to the committee.</li> <li>Bylaws –</li> </ul> <p><b>7.17.19:</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<i>Tim Woodley</i>	

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**NEW SAFETY COMMITTEE ISSUES/DISCUSSION:**

- 1.
- 2.

**NEXT MEETING: September 18, 2019 – DOC Conference Room, 7:30 AM**

*Minutes were prepared by Hannah Chow. 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.* [chowh@wlwv.k12.or.us](mailto:chowh@wlwv.k12.or.us)