



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

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District Safety Committee Minutes

Wednesday, September 19, 2018; 7:30 AM, WLWSD @ District Operations Center

A. ATTENDEES:

Name	Location/Title	Present	Absent
Staci Ball	Teacher Representative	X	
Jeff Chambers	Maintenance Supervisor	X	
Officer Jason Dolan	Wilsonville HS, SRO		X
Jeremy Nichols for Pam Garza	OSEA Representative	X	
Officer Jeff Halverson	West Linn HS, SRO		X
Josh Harrel	District Nurse	X	
Mark Law	Custodial Supervisor	X	
Pat McGough	Facilities Manager	X	
Kathe Monroe	Director of Human Resources		X
Doug Nimrod, VC	OSEA Representative	X	
Hannah Chow	Community Services Manager	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)
16-7.1	1. Bond Construction Updates 1.17.18: <ul style="list-style-type: none">Design continues and will be bid Feb/March. 2.21.18: <ul style="list-style-type: none">No new updates at this time. 4.18.18: <ul style="list-style-type: none">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	<i>Pat McGough</i> <i>Tim Woodley</i>	Ongoing

Item	Description	Responsible Party	Status (due by)
	<p>and high school baseball turfs will be re-turfed. Lighting project at seven schools that will impact mostly gyms.</p> <p>5.16.18:</p> <ul style="list-style-type: none"> Cedaroak will also be closed this summer for recarpeting. EPA regulated activity for asbestos removal at Bolton. Renevating spaces that haven't been worked on before; this will start once students are out for summer (PBS - contractor). Inza Wood Middle School's turf football field – there is a high pressure patrolium 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 excivate 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. <p>6.20.18:</p> <ul style="list-style-type: none"> Most active site right now is Boones Ferry Primary due to Inza Wood's turf. Fencing is in place. Kinder Morgan has strict protocol to know where the gasline is; they are present and a part of the process. Lighting projects at Rosemont Ridge, Stafford, and Inza Wood. Secretaries of Bolton are located at Sunset this summer (fencing is up). Secretaries at Boeckman are at Meridian Creek this summer (fencing is up). The city is repainting and reroofing Art Tech. Wilsonville High School's baseball turf is underway; West Linn High School's turf has lots of trucks and is in process of ripping the field out. <p>7.18.18:</p> <ul style="list-style-type: none"> Boones Ferry is still the most active site due to the turf installation at Inza Wood. Lighting project is complete. Bolton Primary School project is ongoing. Art Tech project is ongoing. Turf project at West Linn High School is still ongoing. At Wilsonville High School new turf is on the field, but still needing completion. <p>9.19.18:</p> <ul style="list-style-type: none"> All summer work done. Posted on website. Board had an interest in hearing about safety projects in a public way. West Linn High School bleachers are being broken. Safety concern. Jennifer Spencer-Iimes is advocating for replacing the bark chips at playgrounds with soft padding to make school playgrounds more user friendly. <p>10.17.18:</p> <ul style="list-style-type: none"> 		
17-5.2B	<p>2. Emergency Operations Plan</p> <p>10.18.17:</p> <ul style="list-style-type: none"> 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. <p>11.15.17:</p> <ul style="list-style-type: none"> Josh has two-week Nurses meeting today with Jennifer Spencer-Iiams with regards to the Emergency Operations Plan. Weekly meetings are still occurring with the District Safety Leadership team to continue working on the EOP. 	District Safety Leadership Team	Ongoing

Item	Description	Responsible Party	Status (due by)
	<p>12.20.17:</p> <ul style="list-style-type: none"> Continuing to have weekly meetings and about 75% of the way complete. <p>1.17.18:</p> <ul style="list-style-type: none"> 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. <p>2.21.18:</p> <ul style="list-style-type: none"> No new updates at this time. <p>3.21.18:</p> <ul style="list-style-type: none"> Special information from Kathy Ludwig, Tim Woodley, and Curtis Nelson <p>4.18.18:</p> <ul style="list-style-type: none"> 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 happen more frequently than bi-annually. May 23rd will bring the schools together for a meeting at Athey to assign roles at school specific sites if an emergency should occur. <p>5.16.18:</p> <ul style="list-style-type: none"> 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. Schools will work on their school specific EOP; the district EOP will support the S-EOP. On May 23rd, 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 23rd. This summer, 'Go Kits' will be created for reunification, evacuation, etc. Tabletop exercises will start this fall. <p>6.20.18:</p> <ul style="list-style-type: none"> Schools assigned people to their roles in the S-EOP and also made selections for their alternative, local evacuation location. In July each school principal will meet with someone at the administration level to get approval for their plan. Once that's done, it will be 'published' but only in hard copy. Need to finalize MOU for reunification sites. <p>7.18.18:</p> <ul style="list-style-type: none"> Cindy finished the D-EOP. She also created 16 S-EOP reflecting the body of the D-EOP. Tim met with all of the principals. They have selected sites to meet, made job organization charts with names of people. Tim has files and copies of binders. Schools are to get one copy to be held in the office at each site. There will be tabletop exercises and training done 2-3 times throughout the year. A pattern will be created through time. Andrew Kilstrom contacted Clackamas Community College to obtain the rights to use the CCC template from the pamphlet they created. The DSLT to meet and draft a shortened version of the EOP to be printed in a pamphlet and then distributed to each classroom throughout the district. The maintenance and custodial team will put these up. 		

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	<ul style="list-style-type: none"> Tim met with offsite MOU. Behind the scenes work will happen to create the “Go Kits.” Each site will have their own kit. <p>9.19.18:</p> <ul style="list-style-type: none"> District-EOP was completed last Spring 2018. Draft done in June 2018. District Safety Leadership Team spent time with S-EOP. Edits were made on reunification process and specific evacuation sites for individual S-EOP’s. Tim Woodley and Hannah Chow are meeting with principals and staff to review S-EOP’s. Emergency Safety Guide based off of CCC template was reviewed during S-EOP meetings. Andrew Kilstrom is printing ESG for each staff member. 2,000 will be printed and distributed in October 2018. Building engineers will be instructed to post ESG in every classroom. ESG book will become part of annual “Safe Schools” online training for Districtwide staff. Some ESG will be printed in Spanish. During S-EOP meetings evacuation sites are determined by current evacuation fire drill sites with a secondary site at alternate location. Hannah Chow will edit and hand deliver S-EOP’s after meeting and email Kathy Ludwig’s District safety Powerpoint presentation to review with school staff. Admin building is working on go-kits for each school and a District go-kit. Admin and school nurses will work on how meds will be removed during emergency evacuation. Designated staff member will be assigned to student roster in SchoolMaster for evacuation and reunification purposes. Curtis Nelson is working with schools on District radios to be used during drills and emergency evacuation. Admin IT can help with student records from District radios. S-EOP will not be in electronic form. One copy will be left at school office. Hannah Chow will update annually. Tim, Kathy, Curt, and Andrew will give presentation at Clackamas County Safe School Summit on 9/20/18. First Responers Breakfast on 10/3/18. Workshop on large event safety management. Team will discuss crowd control, unwelcomed visitors, and custodial staff practices. <p>10.17.18:</p> <ul style="list-style-type: none"> 		
17-6.1	<p>3. Exclusion Program→Towing</p> <p>11.15.17:</p> <ul style="list-style-type: none"> 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. 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. <p>12.20.17:</p> <ul style="list-style-type: none"> 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. <p>1.17.18:</p> <ul style="list-style-type: none"> Pat to connect with Fox at a later date. <p>2.21.18:</p> <ul style="list-style-type: none"> No new updates at this time. <p>4.18.18:</p>	<p><i>District Safety Leadership Team</i></p> <p><i>Pat McGough</i></p>	Ongoing

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	<ul style="list-style-type: none"> 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). <p>5.16.18:</p> <ul style="list-style-type: none"> 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. <p>6.20.18:</p> <ul style="list-style-type: none"> Need to scout locations. Updates to come this summer. <p>7.18.18:</p> <ul style="list-style-type: none"> Signs have been received. Maintenance team is working on getting them posted. <p>9.19.18:</p> <ul style="list-style-type: none"> There have been several abandoned vehicle incidents. Towing policy has been implemented. Andrew Kilstrom is working on generic message to be placed on car windshields. Towing will be the last action. Boeckman and Sunset have many unauthorized vehicles parking in the lot. Many cars have been towed. Signs are now in place. Vehicles are being towed after hours if they have been left for several days. <p>10.17.18:</p> <ul style="list-style-type: none"> 		
17.11.2	<p>4. Keys for Substitutes</p> <p>11.15.17:</p> <ul style="list-style-type: none"> Do we issue keys to substitute teachers? At Meridian Creek and Sunset we do, but should this be implemented at other schools as well? <p>12.20.17:</p> <ul style="list-style-type: none"> 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. <p>1.17.18:</p> <ul style="list-style-type: none"> 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. <p>2.21.18:</p> <ul style="list-style-type: none"> On hold pending rekey decision. <p>3.21.18:</p> <ul style="list-style-type: none"> There is an interview panel who are reviewing keys within the district. This subject will resurface at another date. <p>4.18.18:</p> <ul style="list-style-type: none"> 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. <p>5.16.18:</p> <ul style="list-style-type: none"> Will begin this with the next school year, on hold until then. Develop a folder system with keys for subs. <p>6.20.18:</p> <ul style="list-style-type: none"> Address this at the Secretary's Meeting in September. <p>7.18.18:</p> <ul style="list-style-type: none"> Pat will be meeting with secretaries in August regarding keys for substitutes. 	<p><i>Pat McGough</i></p> <p><i>Tim Woodley</i></p>	Ongoing

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	9.19.18: <ul style="list-style-type: none"> Discussion closed. 		
17.12.2	5. Video Monitoring/Cameras/Building Security 12.20.17: <ul style="list-style-type: none"> 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. 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. 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. 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. 4.18.18: <ul style="list-style-type: none"> April 9th 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. 5.16.18: <ul style="list-style-type: none"> 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. 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. 6.20.18: <ul style="list-style-type: none"> All contracts are signed and construction schedule has been set with Curt for installation. Updates will come; systematically – one school per week. 7.18.18: <ul style="list-style-type: none"> In progress. 9.19.18: <ul style="list-style-type: none"> In progress. Notes from Tim: AR section about bus cameras. First student has started adding cameras in every bus. Audio will not be recorded but film footage will be kept with First Student for 30 days. Contract with First Student will say that a camera needs to be on every bus. Jeff Heaton will manage. 10.17.18: <ul style="list-style-type: none"> 	Curt Nelson Pat McGough	Ongoing
17.12.3	6. Sonitrol Building Security 12.20.17 <ul style="list-style-type: none"> 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. 1.17.18	Pat McGough Curt Nelson	Ongoing

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	<ul style="list-style-type: none"> 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. <p>4.18.18</p> <ul style="list-style-type: none"> Proposed solution is waiting for IT's approval. Update current panels to new technology. <p>5.16.18:</p> <ul style="list-style-type: none"> No new updates as this time. <p>6.20.18:</p> <ul style="list-style-type: none"> Testing Art Tech with new system, installation is ongoing. <p>7.18.18:</p> <ul style="list-style-type: none"> New system installed at Art Tech. Testing to see if new system is compatible with old system. Had meeting with Reece. <p>9.19.18:</p> <ul style="list-style-type: none"> In progress. <p>10.17.18:</p> <ul style="list-style-type: none"> 		
18.1.1	<p>7. Radio Communications</p> <p>1.17.18</p> <ul style="list-style-type: none"> Pat McGough has a meeting with Motorola on January 26th about radio systems for the district. Goal is to have emergency radio communication in every school, every administrator, and every maintenance employee <p>2.21.18:</p> <ul style="list-style-type: none"> Proposal forwarded to the District Safety Leadership Team and the Superintendent. <p>3.21.18:</p> <ul style="list-style-type: none"> 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. <p>4.18.18:</p> <ul style="list-style-type: none"> The installation has started! We are installing repeater antennas and complete with West Linn High School. Started implementing. <p>5.16.18:</p> <ul style="list-style-type: none"> All repeater antennas are complete, equipment has arrived and being programed; will be complete by the end of the month. <p>6.20.18:</p> <ul style="list-style-type: none"> We have received some of them and they are programmed (samples) to function test them. <p>7.18.18:</p> <ul style="list-style-type: none"> Radios aren't in use yet. Waiting for instructions about radios. Need commitment from the Superintendent. <p>9.19.18:</p> <ul style="list-style-type: none"> In progress. Curtis Nelson is meeting with schools and distributing radios. Pat and Jeff are meeting with Day Wireless. Waiting on itemized receipt for instruments already received. <p>10.17.18:</p> <ul style="list-style-type: none"> 	<p><i>Pat McGough</i></p> <p><i>Curt Nelson</i></p>	Ongoing
18.1.2	<p>8. Floorplans – roof hatch</p> <p>1.17.18</p> <ul style="list-style-type: none"> Roof hatch access points should be added to floorplans of schools and reissue to appropriate departments as well as emergency responders. <p>2.21.18:</p> <ul style="list-style-type: none"> Maps to identify locations have been sent to Cindy. She will update when she returns and determine where they need to be sent. <p>3.21.18:</p>	<p><i>Cindy Lindsley</i></p> <p><i>Tim Woodley</i></p>	

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	<ul style="list-style-type: none"> 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. <p>4.18.18:</p> <ul style="list-style-type: none"> Send to Sonitrol to make sure they have contacts on the roof hatches. Send to police state database and fire. <p>5.16.18:</p> <ul style="list-style-type: none"> No new updates at this time. Cindy to research state police database. <p>6.20.18:</p> <ul style="list-style-type: none"> Cindy connected with Oregon State Police and they reported that there is no state database at this time for school floorplans/maps but there is a task force who is having conversation about how to organize this in the future. Nothing has been approved at this time. However, all school floorplans are updated for WLWV use. Waiting to hear back from Shawn at Sonitrol. Connect with Clackamas County Sheriff's office? School SROs? <p>7.18.18:</p> <ul style="list-style-type: none"> Updated floorplans will be sent to Officer Halverson to update the files for West Linn and Wilsonville police. <p>9.19.18:</p> <ul style="list-style-type: none"> Architect is updating floorplans. Amy Berger is helping coordinate. Once complete they will be used for District records and placed in each S-EOP and sent to law enforcement as latest file. First Responders will be able to access statewide database to see floorplans. Jeff Halverson is helping coordinate. Floorplans need to be sent to TVF&R and police departments. Hannah Chow will update. <p>10.17.18:</p> <ul style="list-style-type: none"> 		
18.4.1	<p>9. How are classes who are on a mini field trip supposed to respond to an incident such as a lockdown?</p> <p>4.8.18:</p> <ul style="list-style-type: none"> The committee feels that this might be best addressed by the DSLT and be delivered at a levels meeting <p>5.16.18:</p> <ul style="list-style-type: none"> No new updates at this time for this committee. <p>6.20.18:</p> <ul style="list-style-type: none"> No new updates at this time for this committee. <p>7.18.18:</p> <ul style="list-style-type: none"> No new updates at this time. <p>9.19.18:</p> <ul style="list-style-type: none"> New radio system will help with communication to the school. Teachers have received training. Radios will be added to that teacher training process. Josh will send email to secretaries. Bus barn will inform fieldtrip team about emergency in the school. <p>10.17.18:</p> <ul style="list-style-type: none"> 	DSL T	Ongoing
18.6.1	<p>10. Parking lot at Boeckman Creek Primary School</p> <p>6.20.18</p> <ul style="list-style-type: none"> Parking at Boeckman Creek Primary is unavailable in the afternoons for parent pickup due to (assumption) high school students parking at Boeckman to walk to the high school. Tim is going to check the building permit to see how many spaces are required at Boeckman. It seems that it's high school events that are driving the full lots (sporting events, etc) <p>7.18.18:</p> <p>Working on getting parking spaces identified at Boeckman Creek.</p> <p>9.19.18: Parking and bus delays</p>	<p>Tim Woodley</p> <p>Pat McGough</p>	Ongoing

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	<ul style="list-style-type: none"> Trillium Creek had parking issues during curriculum night. Buses are late from West Linn High School due to traffic and parking issues. Staff has been hired to control traffic at Wilsonville and West Linn High School. IAs are being used as crossing guards at primary schools. Secondary schools do not have IAs available. In progress. <p>Safe Routes to Schools</p> <ul style="list-style-type: none"> City has money to put in sidewalks and lights for safer routes to schools. Identify public improvements to help make routes safe. 		
18.7.1	<p>11. Annual District Safety Training</p> <p>7.18.18</p> <ul style="list-style-type: none"> Training will be held on August 9th and 10th at Athey Creek MS. Tim will be discussing the EOP. <p>9.19.18</p> <ul style="list-style-type: none"> Completed. 	<p><i>Tim Woodley</i></p> <p><i>Pat McGough</i></p>	
18.7.2	<p>12. Close Access to trails at Tripp lot and track at West Linn HS</p> <p>7.18.18</p> <ul style="list-style-type: none"> Officer Halverson brought this forward. The fencing by the track is in need of repair. <p>9.19.18</p> <ul style="list-style-type: none"> From Jeff Halverson: parents complained at WLHS about kids who walked through the trails. Greg Neuman and Jeff removed the locks to allow free access from the woods to the stadium. Rich will remove the locks and store the chains and locks for future use. Topic closed. 	<p><i>Jeff Chambers</i></p> <p><i>Pat McGough</i></p>	

NEW SAFETY COMMITTEE ISSUES/DISCUSSION:

1. First Student bus delays
2. Safe Routes to Schools

NEXT MEETING: October 17, 2018 – 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