

**Meeting of the School Board
David Douglas School District No. 40
October 18, 2007**

The regular meeting of the David Douglas School Board was held on Thursday, October 18, 2007, at 7:00 p.m. in the Board Room of the David Douglas School District Administration Building, located at 1500 SE 130th Avenue, Portland, Oregon 97233.

School Board Members present were:

Annette Mattson, Board Chair	
Dawn Barberis	Donn Gardner
Frieda Christopher	Mike Price

Also present were Mike Stout, Assistant Superintendent; Gary Haase, Interim Director of Administrative Services/Deputy Clerk; Sherrie Barger, Director of Curriculum; Susan Summers, Director of Human Resources; Barbara Kienle, Director of Student Services; and Gail Hunter, Board Secretary.

The agenda included consideration of the following:

Call to Order / Flag Salute

Board Member Reports – Frieda Christopher announced that the Educational Foundation is preparing a fall newsletter. She attended two Opportunity Gateway meetings, the central strategy subcommittee, which is discussing plans for street improvements, and the regular session. Improvements to NE 102nd Avenue between Weidler and Glisan are scheduled to begin in January. Board Chair Mattson attended this morning's motorcade arrival and entrance of TopOff officials, including Secretary of Homeland Security Michael Chertoff, Governor Kulongoski, and Mayor Potter. She remarked that Mr. Centoni is absent tonight due to a business commitment, and Mr. Burton due to recent surgery. Superintendent Rommel is away attending a conference on neighborhood schools in New York City as part of a contingent from Multnomah County.

Student Body President's Report – Stacy Chao announced that Homecoming Week will conclude this Friday with the football game against Centennial. The Spaghetti Dinner will precede the game, and the Homecoming king and queen will be announced at half time. David Douglas High School will host a Mt. Hood Conference Cheer Competition this Saturday.

Assistant Superintendent's Report – Sherrie Barger reported that thirty volunteers from Hands On Greater Portland, along with twenty of our high school students, covered more than 400 library books for our librarians as part of their city-wide volunteer day. She expressed the district's thanks for their efforts. Susan Summers said that as a requirement of NCLB, the district reports annually on 'highly qualified' status of our teachers. That report was submitted this summer, and released to the media today. 100% of our elementary teachers meet the requirement, as do 97% at the high school and more than 90% at our middle schools. The middle school requirement is most challenging as most of the changes impact that level in particular. Dan McCue reported on the superintendent's interview by the Portland Tribune about the school site on Deardorff and Erik Sten's proposal. Assistant Superintendent Stout said 150 students and parents attended Alice Ott's Family Night, with pizza and salad provided by SUN Schools. Three classes were offered to parents during the event, including a session on Parent Assist presented by John May and Joe Schmidt; information on finding educational websites by Cherie-Anne May; and instruction on how to set up a parent email account by Florence Protopapas and Margie Menzia. Mr. Stout remarked that it was a very successful event with a nice turnout and good presentations.

Emergency Safety Procedures Update – Mr. Stout remarked that since this was the week of the TopOff exercise, an update on emergency planning and preparedness is particularly timely. He reviewed emergency plans currently in place to respond to natural disasters, severe weather, fires, hazardous spills, and other emergencies.

The district follows a four cycle planning model which starts with mitigation and prevention. Safety surveys are completed quarterly at every school and presented to the district safety committee. The responses are reviewed and any issues that might be of concern district-wide are identified for further action. Ericka Guynes reported on PBS efforts, which include an annual school evaluation tool where administrators, classified and certificated staff, and students are asked about their school's emergency procedures to look for consistent responses. A report is brought back to the building administrator to provide feedback on school-wide understanding of procedures and to identify areas which need strengthening.

Barbara Kienle said that bully proofing and curriculum on social problem solving are also parts of the school-wide prevention system. Staff members are looking at expectations for students and what that looks like in the classroom. Counselors are excited to be teaching pro-active skills. Mr. Stout said that several years ago, Gary Haase was instrumental in getting radios on the school buses. All schools have radios as well, helping to make the whole system safer and more efficient. Cameras were also installed on all buses eight or nine years ago. The original cameras used a tape system. Since that time, some components are failing, so Mr. Haase and Bob Jacobson are looking at a newer system that works better. This DVR system is in place on ten of our newest buses; Components include three cameras per bus, two at the front, including a larger and more powerful unit looking back from the front, then another from the back. The system can store about 20 days of operations, and the recording can be sent via internet to any administrator who needs to review it. The cost to update the entire fleet would be approximately \$67,000, with 70% reimbursable from the state. Mr. Stout said security cameras were installed in the new wing of the high school as well as a couple of other sites in the district where there have been problems with graffiti.

The second phase of our emergency planning model focuses on preparedness, the process of planning for the worst case scenario. Procedures are in place for communicating with staff, students, families and the media; and to account for students during a crisis. School facility information such as maps and utility shutoffs have been provided to the police bureau. School Resource Officers Steve Morinville and Del Stroh do regular mini-audits to check and reinforce security procedures at our schools. Today's training exercise was a good opportunity for us to test our quick response planning.

Mr. Stout said a crisis management planning team was formed and started meeting last March. In reviewing emergency preparedness, they determined the need to concentrate on lock in/lock out procedures district-wide. That committee will be expanded to include union representatives. Mr. Stout introduced Officer Steve Morinville, who presented lock in/lock out training to administrators in May. He will do half hour presentations to all building staffs, and will set up school-wide drills at to be implemented each fall and spring. Officer Morinville briefly reviewed the training and described what constitutes need for lock in or lock out. The high school will have unique requirements due to the unique layout and 96 doors. School Resource Officers are discussing this issue with the high school staff to develop best practices. Schools have evacuation plans in place for emergency response. School district radios are carried by all School Resource Officers. Police have notebooks for each school with maps, utility shutoffs, keys, list of staff and phone extensions. Officer Morinville and Mr. Stout met with building secretaries to discuss bomb threats and a check off sheets listing protocols. He said the important thing is that we practice for extreme events, beyond fire and

earthquake drills. We need to train staff and students to react appropriately to these events. He hopes that repeated drills over the years will make appropriate responses become second nature.

Mr. Stout noted that even though school resource officers were disbanded, Officers Morinville and Del Stroh were assigned to East Precinct and have been available as always, and have done an outstanding job. He said Officer Morinville has been invaluable in working with the district to provide safety audits, training, and general support.

The next phase of the preparedness plan is the response phase. Sue Summers has worked with QEC. During the certificated collective bargaining process, QEC met and reviewed student discipline and made recommendations. Discussion centered on students who pose a safety threat to staff. She reviewed recommendations which came out of those discussions. Barbara Kienle said 150 district staff members have received CPI training, one of three state-approved training methods focused on de-escalation to diffuse a situation before having to restrain a student physically for their safety or the safety of others. Mr. Stout said that every school has an emergency response flip chart in every classroom designed to hang on the wall and be visible and accessible. The chart was developed by Mark Haner. There is a good possibility that the high school will be able to participate in an active shooter exercise with the Police Bureau to ensure we have good safety systems in place here.

Gary Haase said the district has a contract with Securitas, a private company which responds to alarms that go off on district property during the night. Our administrators or custodians used to respond to those after-hours alarms. Securitas security officers are in patrol cars, but based on their location may not be able to respond quickly enough to prevent damage or loss. Discussions are underway with Parkrose, Centennial, and Gresham, who also currently have patrols with the same company. If we can combine our efforts, we could have cars that patrol only these eastside districts, for faster response. He will continue to research the options and will bring a recommendation to the board at a future meeting.

The final phase of the planning model is the recovery phase, which identifies activities to take place after an event has occurred. Barbara Kienle reported on the District Flight Team, which is mobilized to provide support during or after a crisis. The district's flight team is well trained and has been used numerous times to respond to incidents and offer support to staff and students in recovery after a crisis. She described how the district's three teams are organized and how they function. Teams include counselors, specialists, interpreters, as well as an office staff member. After getting the facts from the building administrator, they pull the staff together to give them the correct information. They help to keep daily schedule as normal as possible, identify and support at risk students, notify feeder schools, contact any outside resources needed, and develop and translate a take-home letter for distribution to students. Their services include an after-school staff meeting to determine if any additional support needed, and to debrief. 120 staff members are flight team trained.

Mr. Stout said today's TopOff exercise began with a phoned request to Courtney Wilton. In August, Superintendent Rommel, Randy Hutchinson, and Dan McCue met with TopOff organizers and representatives from Multnomah County Health Department to discuss working with our high school students on this exercise. A meeting was held on Monday to go over final details. At that time we learned that Secretary of Homeland Security Michael Chertoff, Governor Kulongoski, and Mayor Potter would be in attendance, as would four- and two-star generals, which vastly impacted security arrangements. Mr. Stout noted the outstanding response from East Precinct Commander Crebs, who met at length with the various agencies collaborating on the exercise. The fire department sent its \$1 million command center. Thirty five students were triage assistants and translators during the

exercise. Students did an outstanding job. The high school was prepared to have about 1,100 students participate, but due to the limited time period it was difficult logistically. Mr. Hutchinson met with organizers from Metro following the exercise, who said they had participated in these events for six years and had never worked with such fine and well-behaved students. Custodians also worked beyond the call of duty. Mr. Hutchinson noted that Mr. Stout did an outstanding job on this joint effort, as well as Mark Haner and John Bier.

Mt. Stout said ORS 339.250 Duty of Students, is included in the Rights and Responsibilities section of student handbooks. David Douglas board policy includes harassment and bullying prohibitions, but will need to be amended to include cyberbullying, per HB 2637. Additional adoption of Board Policy will be necessary due to requirements of ORS 339.325, which requires notification if a student's or staff member's name appears on targeted threatening list or when threats of violence or harm are made. Some QEC recommendations will also address this issue.

Future activities include a pandemic influenza tabletop exercise on November 2, hosted by MESD. The district is looking into acquiring a much more robust array of services to notify families directly by telephone in the event of an emergency or in other situations such as weather-related closures. Dan McCue said two systems have been reviewed to date, which could serve as a primary communication tools for principals as well as emergency notification. This service would allow us to contact every parent in the district within minutes, and would also provide translated message capabilities. Charges would be on a per-student, per-use basis. The system would pull student contact information from eSIS. A recommendation will be forthcoming.

Audience Participation / Break – Board Chair Mattson opened the meeting for public comment. As there were no remarks from the audience, she declared a brief recess. The meeting was reconvened.

Workshop - Goal 4: A Safe and Healthy Environment – Board Chair Mattson opened the discussion by asking for questions, ideas or further discussion on safety. Mr. Stout said recommendations will be brought back to the board about cameras for the buses, and more research will be completed on caller alert and Securitas options. It was asked whether there is the possibility of any kind of instant alert button for a bus driver to use in emergency situations where they are unable to use their radio. Mr. Stout will research that idea. It was suggested that the board be brought a resolution to upgrade cameras for the entire bus fleet at once rather than in stages.

Other Business / Future Agenda Items – none

Adjournment – There being no other business, Board Chair Mattson declared the meeting adjourned.



Annette Mattson, Board Chair



Gary Haase, Deputy Clerk