



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

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**District Safety Committee Meeting Minutes**  
**Wednesday, February 18, 2015; 7:30 AM, WLWSD District Operations Center**

| <b>A. ATTENDEES:</b> | <b>Name</b>          | <b>Location</b>                                   | <b>Present</b> | <b>Absent</b> |
|----------------------|----------------------|---|----------------|---------------|
|                      |                      |   |                |               |
|                      | Officer Al Bunch     | West Linn HS SRO                                  | X              |               |
|                      | Jeff Chambers        | OSEA Representative                               | X              |               |
|                      | Officer Patrick Finn | Wilsonville HS SRO                                | X              |               |
|                      | Pam Garza            | OSEA Representative                               | X              |               |
|                      | Paula Hall           | District Nurse West Linn<br>& WLEA Representative | X              |               |
|                      | Cindy Hepting        | Program Coordinator                               | X              |               |
|                      | Officer Dan Kraus    | Wilsonville                                       |                | X             |
|                      | Mark Law             | Custodial Supervisor                              | X              |               |
|                      | Pat McGough          | Facilities Manager                                | X              |               |
|                      | Kathe Monroe         | Director of Human<br>Resources                    | X              |               |
|                      | Doug Nimrod, VC      | OSEA Representative                               | X              |               |
|                      | Tim Woodley          | Chair, Director of<br>Operations                  | X              |               |

**B. MINUTES REVIEW:**

The minutes from all meetings are available on the website: <http://www.wlww.k12.or.us/Page/3135>

**C. OUTSTANDING ACTION ITEMS:**

| <b>Item</b> | <b>Description</b>  | <b>Responsible Party</b> | <b>Status (due by)</b> |
|-------------|---|--------------------------|------------------------|
|             | 1. DISTRICT SAFETY PLAN (booklets)<br>1-21-15: An RFP is being prepared to hire a bond safety consultant to assist with these three plans. This committee will be invited to participate in the hiring process.<br>2-18-15: Tim shared the RFP that went out February 9 <sup>th</sup> and 11 <sup>th</sup> . Proposals will come in. This committee will be kept informed. Proposals are due on the 26 <sup>th</sup> . They will help with the plans listed below as well as site assessments around student safety. They will also attend this monthly meeting and | <i>Bond Team</i>         | Ongoing                |

| Item    | Description   | Responsible Party             | Status (due by) |
|---------|---|-------------------------------|-----------------|
|         | report on projects. We will work with a hiring group to select a candidate. Volunteers from this committee will serve on the hiring group: <ul style="list-style-type: none"> <li>• Jeff Chambers</li> <li>• Cindy Hepting</li> <li>• Mark Law</li> <li>• Pam Garza</li> <li>• Pat McGough</li> <li>• Tim Woodley</li> <li>• Kathe Monroe</li> <li>• Al Bunch</li> <li>• Doug Nimrod (alternate if needed)</li> </ul> |                               |                 |
| 12.9.03 | a. Crisis Management Plan updates.  | Bond                          |                 |
| 13.03.2 | Safety & Health Plan (OSHA) updates.  | <i>Bond</i>                   |                 |
| 15.01.3 | b. Emergency Response Plan – Creating a new plan to complete the Operations side of safety.   | <i>Bond</i>                   |                 |
| 13.11.3 | 2. Crosswalk at WLHS<br>1-21-15: This project is in process.<br>2-18-15: The fiber optic is repaired. Concrete was poured and the fiber optics will be hooked next week.  | <i>Pat</i>                    | March 2015      |
| 14.4.3  | 3. Classroom numbers District-wide<br>1-21-15: The architectural drawings need to be aligned with actual school numbers before this work can be done. It will be part of the bond work.<br>2-18-15: We hired an architect (DOWA) who will assist with this project. We need to check on the governor's project to have copies of all school floor plans on file.  | <i>Facilities Maintenance</i> | Fall 2015       |
| 14.11.2 | 4. Bond Safety Component.<br>1-21-15: This committee will be the stewardship group for the safety components of the bond.   | <i>Committee</i>              | Ongoing         |
| 15.1.1  | 5. Crosswalk at Willamette. We have received a request for a crosswalk at Willamette.<br>2-18-15: This has gone forward to the City for review.   | <i>Bond Team</i>              |                 |
| 15.1.2  | 6. Building Signage at Boones Ferry. There is no sign identifying Boones Ferry. We are working on this project.   | <i>Bond Team</i>              | Completed       |

### NEW SAFETY COMMITTEE ISSUES:

1. Pat brought up the issue of safe route to schools at Lowrie where there was no immediate neighborhood. The plan is still in effect and is becoming difficult to maintain. We need to continue for now.
2. Tim brought forward the flashing signs that have been installed in many schools in Wilsonville. The lights come in at particular times and are scheduled. Just recently, it was noted that on early release days, these lights are not on when children are released. They had scheduled them for start and end times only. The lights dictate the speed, so this is a problem on early release days. This is a function of someone knowing the schedule for early release days and then getting this information to the right person to have the light schedule changed.
3. Pat brought up the point that when you exit the double school sites, you cannot tell the flashing lights are on. When we build new schools, we should keep this in mind. Cindy will get a true time schedule for early release days, holidays, no-school days, etc. See that this schedule is shared with both City engineers (who will share it with the county). Find out what schedule the County is using now. We need to let them know when the lights should begin flashing and when they should end. This schedule should be given before August.

4. Mark brought up that Boeckman releases about 10 minutes before the high school, but there are still children walking from the school when the high school releases. There are some high school students coming out and driving too fast. This is not safe for students. Pat will see that speed bumps are included in the bond paving project. Cindy will email the committee to notify of all planned safety drills.
5. A new policy is being created regarding cameras on school busses.

**NEXT MEETING: March 18, 2015 – District Operations Center, 7:30 AM**

*Minutes were prepared by Cindy Hepting. 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.* [heptingc@wlwv.k12.or.us](mailto:heptingc@wlwv.k12.or.us)