



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

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District Safety Committee Meeting Minutes

Wednesday, March 18, 2015; 7:30 AM, WLWSD District Operations Center

A. ATTENDEES:	Name	Location	Present	Absent
	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 & WLEA Representative	X	
	Cindy Hepting	Program Coordinator	X	
	Mark Law	Custodial Supervisor	X	
	Pat McGough	Facilities Manager	X	
	Kathe Monroe	Director of Human Resources		X
	Doug Nimrod, VC	OSEA Representative	X	
	Tim Woodley	Chair, Director of 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:

Item	Description	Responsible Party	Status (due by)
	<p>1. DISTRICT SAFETY PLAN (booklets) 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.</p> <p>2-18-15: Tim shared the RFP that went out February 9th and 11th. Proposals will come in. This committee will be kept informed. Proposals are due on the 26th. They will help with the plans listed below as well as site assessments around student safety. They will also attend this monthly meeting and report on projects. We will work with a hiring group to select a candidate. Volunteers from this committee will serve on the hiring group:</p>	<i>Bond</i>	Bond Project

Item	Description	Responsible Party	Status (due by)
	<ul style="list-style-type: none"> Jeff Chambers Cindy Hepting Mark Law Pam Garza Pat McGough Tim Woodley Kathe Monroe Al Bunch Doug Nimrod (alternate if needed) 		
	3-18-15: Update – The above selection committee is interviewing the two firms that responded to the RFP. One interview was done Monday and the second one will be done today. These two responders are very qualified and have had a lot of K-12 experience, along with much more.		
12.9.03	a. Crisis Management Plan updates.	<i>Bond</i>	
13.03.2	b. Safety & Health Plan (OSHA) updates.	<i>Bond</i>	
15.01.3	c. Emergency Response Plan – Creating a new plan to complete the Operations side of safety.	<i>Bond</i>	
13.11.3	2. Crosswalk at WLHS 1-21-15: This project is in process. 2-18-15: The fiber optic is repaired. Concrete was poured and the fiber optics will be hooked next week.	<i>Pat</i>	Completed
14.4.3	3. Classroom numbers District-wide 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. 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. 3-18-15: A memo was presented that outlined the work that will be done as a bond project. It was described in detail.	<i>Facilities Maintenance</i>	Bond Project
14.11.2	4. Bond Safety Component. 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. 2-18-15: This has gone forward to the City for review. 3-18-15: no update.	<i>Bond Team</i>	Ongoing
15.3.1	6. Safe route to schools at Lowrie – Maintaining safe routes to school that began when no neighborhood immediately surrounded the school.		Ongoing
15.3.2	7. Flashing Lights at double school sites. Timing is off on early release days, no-school days, holidays, etc. Cindy will share detailed schedule with both City engineers (who will share with County). She will find out what the current schedule is and plan out a similar schedule with details added.	<i>Cindy</i>	August 2015
15.3.3	8. Exiting double school sites – you cannot tell flashing lights are on when you pull out. We need to keep this in mind and solve this issue with new schools.		Ongoing
15.3.4	9. Wilsonville High School students are driving too fast as they exit the school when primary students are still walking from school. Pat will see that speed bumps are included in the Bond paving project.	<i>Pat</i>	Fall 2015
15.3.5	10. A new policy is being created regarding cameras on school busses.		Adopted by board at March meeting.

NEW SAFETY COMMITTEE ISSUES:

1. Tim reported that parents are contacting him regarding issues around picking up/dropping off students. There is an issue due to parents insisting on driving their kids to school when they could ride the bus or use safe routes to school. This will continue to be an issue as long as

parents continue to drive kids to school. When we receive these complaints, they are forwarded to the City to review.

2. Dundee bypass – Where Wilsonville Road meets Hwy 219, the City of Wilsonville is engaged in reviewing this bypass plan. We are engaged in this process due to the location near our schools and will send a letter.
3. Quarterly Inspections – These are safety inspections that should be done at each site. Schools have not been performing these inspections when reminded. We must come up with a way to get these done to meet regulations. We could continue to have Special Districts perform one per year of these inspections at each site. How do we make sure these are being done the rest of the year? One way is to have one of our District Safety Committee members perform these inspections. This would become an agenda item in our District Safety Committee meetings ongoing. Mark Law will take charge of this, working with Cindy to get reports ready. What we've been doing has not succeeded. There is value beyond compliance. We want our buildings to be safe.
4. Pat reported that signage is completed at Wood to direct with safety in mind.
5. There was some discussion about parking spaces. The committee suggested that the SRO's park in various places, rather than in a designated parking spot, so that it is not known whether they are in the school or not. The SRO's will begin this practice right away.

NEXT MEETING: April 15, 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