



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

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**District Safety Committee Meeting Agenda**  
**Wednesday, April 15, 2015; 7:30 AM, WLWSD District Operations Center**

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

**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)
	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. 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 report on projects. We will work with a hiring group to select a candidate.	<i>Bond</i>	Bond Project

Item	Description	Responsible Party	Status (due by)
	<p>Volunteers from this committee will serve on the hiring group:</p> <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>		
	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>	
14.4.3	<p>2. Classroom numbers District-wide</p> <p>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.</p> <p>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.</p> <p>3-18-15: A memo was presented that outlined the work that will be done as a bond project. It was described in detail.</p>	<i>Facilities Maintenance</i>	Bond Project
14.11.2	<p>3. Bond Safety Component.</p> <p>1-21-15: This committee will be the stewardship group for the safety components of the bond.</p>	<i>Committee</i>	Ongoing
15.1.1	<p>4. Crosswalk at Willamette. We have received a request for a crosswalk at Willamette.</p> <p>2-18-15: This has gone forward to the City for review.</p> <p>3-18-15: no update.</p>	<i>Bond Team</i>	Ongoing
15.3.1	5. Safe route to schools at Lowrie – Maintaining safe routes to school that began when no neighborhood immediately surrounded the school.		Ongoing
15.3.2	6. 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	7. 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	8. 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	9. A new policy is being created regarding cameras on school busses.		Adopted by board at March meeting
15.3.2	10. 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.	<i>Tim</i>	Ongoing
15.3.3	11. Quarterly Inspections – These are safety inspections that should be done at each site.	<i>Mark/Cindy</i>	Ongoing

**NEW SAFETY COMMITTEE ISSUES:**

1.

**NEXT MEETING: May 20, 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)