



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

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District Safety Committee Meeting Mintues
Wednesday, April 15, 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 by phone	
	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) 		
	<p>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.</p> <p>4-15-15: Elert & Associates was chosen as our Security Safety Consultant. Cindy is arranging for them to send representative here. In process of initializing contract. Base contract – we define scope of what we want to have them do. Tim read to the group what we want to have them do. They have help 350 Public Schools. They have one or more architects on staff to assist. Dull Olson Weeks – supportive of idea of Safety Consultant. The consultant will assist us with a new door at Boeckman Creek.</p>	Cindy	May 2015
12.9.03	a. Crisis Management Plan updates.	Bond	
13.03.2	b. Safety & Health Plan (OSHA) updates.	Bond	
15.01.3	c. Emergency Response Plan – Creating a new plan to complete the Operations side of safety.	Bond	
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> <p>4-15-15: Amy is coordinating with the architect and our staff to put spec together that define the type, product and location for window signs. They are doing specs for plate that goes above door. Contractor will affix plaque above door and wind signs. Probably will be done this summer.</p>	Bond Project	Ongoing
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>	Committee	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>	Bond Team	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	<p>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.</p> <p>4-15-15: We need to know this summer what the school schedules are. Cindy is working on this. Plans to have this in before next Wednesday.</p>		August 2015
15.3.3	<p>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.</p> <p>4-15-15: Officer Finn suggested using two-sided lights. Tim will talk to the traffic engineer about this idea.</p>	Tim	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.	Pat	Fall 2015

Item	Description	Responsible Party	Status (due by)
	4-15-15: Officer Finn talked to three students about their speed. He will continue to watch this area.		
15.3.5	9. A new policy is being created regarding cameras on school busses.		Completed
15.3.6	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. 4-15-15: District sent letter to ODOT asking them not to send more traffic down Wilsonville road.	Tim	Ongoing
15.3.7	11. Quarterly Inspections – These are safety inspections that should be done at each site. 4-15-15: Inspections are now being done by Mark Law and custodial staff with a more comprehensive form. The goal is that he will do this with staff and take pictures and give to Cindy to create a report.	Mark/Cindy	Ongoing

NEW SAFETY COMMITTEE ISSUES:

1. Intercom System - We have a new intercom system at Rosemont, Wood and WLHS. It has the capability to push a button to lock doors, send out verbal announcements, send notification to Administration, staff, 911 and police. We are accessing all buildings for speakers so every space people can hear. Curt has been working on communication software and hardware. The system has also been used for bell schedule and can do daily announcements. It has a feature where you can push a button using a cell phone. Tim shared that the inconsistency shows itself during drills and has been documented and reported. Principals have been good about letting Tim know how drills went.
2. Operations received written communication from the WHS trainer. Tim, Pat, and Cindy met with Dennis Burke to get some clarification of what was reported as safety concerns. Tim will address each one in written form and cc the Safety Committee.
3. Athey Creek has new electronic reader board.

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