



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

2755 SW Borland Rd
Tualatin, OR 97062
Phone: 503/673-7995
Fax: 503/638-9143

District Safety Committee Meeting Minutes

Wednesday, August 19, 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)
	1. DISTRICT SAFETY PLAN (booklets)	<i>Bond</i>	Bond Project
12.9.03	a. Crisis Management Plan updates.		
13.03.2	b. Safety & Health Plan (OSHA) updates.		
15.01.3	c. Emergency Response Plan – Creating a new plan to complete the Operations side of safety. 5-20-15: Tim updated the committee on the work with our safety consultant, Elert & Associates. The work has been outlined in draft format. The site/building threat assessments need to be	<i>Bond Team</i>	October 2015

Item	Description	Responsible Party	Status (due by)
	<p>done first. This will be planned for this fall. They will continue working with the architect in design of new schools. Most likely late September or early October.</p> <p>8-19-15: Elert is coming to perform site assessments the week of September 28th. Cindy will double check the admin calendar to see when principals are not available. Principal meetings will be set based on a schedule Elert has provided. Pat will create a schedule for his staff to accompany each site assessment to provide access and answer questions. OSBA will be going through all of our policies and bringing them up to date with Oregon law and practice.</p>		
14.4.3	<p>2. Classroom numbers District-wide</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> <p>5-20-15: Close to the bidding process with this project.</p> <p>6-17-15: Architectural specs have been received. We are now in the process of quantifying the number of signs needed.</p> <p>8-19-15: Pat updated us on the progress of this project. Maps and building drawings are being gathered.</p>	<i>Bond Project/Pat</i>	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>	<i>Committee</i>	Ongoing
15.3.1	<p>4. Safe route to schools at Lowrie – Maintaining safe routes to school that began when no neighborhood immediately surrounded the school.</p> <p>5-20-15: Safe Route to School map will be updated this summer.</p> <p>8-19-15: New map is being created due to build-out. Tim will review it with the principal and Legend Housing.</p>	<i>Tim</i>	Summer 2015
15.3.2	<p>5. 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 by Fall 2015.</p>	<i>Cindy/Tim</i>	Completed
15.3.3	<p>6. 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> <p>8-19-15: We found this is typical and we will not make changes.</p>	<i>Tim</i>	Finished
15.3.4	<p>7. 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.</p> <p>4-15-15: Officer Finn talked to three students about their speed. He will continue to watch this area.</p> <p>8-19-15: Pat reported there are already speed bumps.</p>	<i>Pat</i>	Completed
15.3.7	<p>8. Quarterly Inspections – These are safety inspections that should be done at each site.</p> <p>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.</p> <p>5-20-15: Three have been completed, but reports will not be done until work orders are created and work is done.</p> <p>8-19-15: We will talk to SAIF about doing some of our quarterly inspections.</p>	<i>Mark/Pat</i>	Ongoing
15-4.1	<p>9. Intercom System and communication issues in various places in the District.</p>	<i>Curt/Tim</i>	Ongoing

Item	Description	Responsible Party	Status (due by)
	5-20-15: Some schools have received upgrades to their system. 8-19-15: Curt and Pat have worked to correct and improve systems. These are being done by highest priority order.		

NEW SAFETY COMMITTEE ISSUES:

1. Administrative parking issue. Tim reported that parking is a problem during large meetings. It creates a dangerous inability to see traffic when you are trying to pull out of the driveway. Tim will bring this safety issue forward.

Awareness is Safety

NEXT MEETING: September 16, 2015 – DOC Conference Room, 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