



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

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**District Safety Committee Meeting Minutes**

**Wednesday, September 16, 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 & 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:**

<b>Item</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Status (due by)</b>
	1. DISTRICT SAFETY PLAN (booklets)	<i>Bond Bond Team</i>	Bond Project October 2015
12.9.03	a. Crisis Management Plan updates.		
13.03.2	b. Safety & Health Plan (OSHA) updates.		
15.01.3	c. Emergency Response Plan		
14.4.3	2. Classroom numbers District-wide 8-19-15: Pat updated us on the progress of this project. Maps and building drawings are being gathered.	<i>Bond Project/Pat</i>	Ongoing

Item	Description	Responsible Party	Status (due by)
	9-16-15: Pat received plans from DOWA. They have renumbered and permanent numbers will be placed on every door.		
14.11.2	3. Bond Safety Component - This committee will be the stewardship group for the safety components of the bond. 9-16-15: Tim received a request for fans at Arts & Tech HS. Pat will put separate ventilation system for the science teacher at WHS. He contracted with Mechanical Engineering for this work.	<i>Committee</i>	Ongoing
15.3.1	4. Safe route to schools at Lowrie 8-19-15: New map is being created due to build-out. Tim will review it with the principal and Legend Housing. 9-16-15: Tim met with Patrick and adjusted the Lowrie map. Trillium – When the school opened, the community was concerned about driving habits. Hidden Springs Rd and that neighborhood. Tim reached out to the police. The next day the police were visible. Tim talked to neighbors and they appreciated the police presence. Tim mentioned that a big component of the safe routes to schools is teaching students how to be safe in biking and walking. Boones Ferry – New crossing signals were installed. Principal asked if they need crossing guards. Tim said Boeckman and Boones Ferry will continue to have crossing guards to educate kids on how to use crossing signals.	<i>Tim</i>	Summer 2015
15.3.7	5. 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. 5-20-15: Three have been completed, but reports will not be done until work orders are created and work is done. 8-19-15: We will talk to SAIF about doing some of our quarterly inspections.	<i>Mark/Pat</i>	Ongoing
15-4.1	6. Intercom System and communication issues in various places in the District. 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.	<i>Curt/Tim</i>	Ongoing

#### NEW SAFETY COMMITTEE ISSUES:

- 1.
- 2.

**NEXT MEETING: October 21, 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](mailto:heptingc@wlwv.k12.or.us)