



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

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District Safety Committee Meeting Minutes

Wednesday, November 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)
	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. 11-18-15: Final plan has been received from DOWA-IBI.		
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. 10-21-15: Lowrie has stopped putting out the signs. The new bridge has changed things out there. Children safety signs are being placed by neighborhood groups. 11-18-15: We have stopped putting out signs. The bridge is open.	<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. 10-21-15: No update available. 11-18-15: A meeting has been scheduled to redesign how these are completed. We will report back in December.	<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
15-10.1	7. Elert & Associates Site Visits – reports will be provided with recommendations for improvements in the area of safety for each school. The first report is ready for Tim and Cindy to review today. 11-18-15: Cindy reported that four of the fifteen assessments has been received as of today. Also, Michael is scheduled to speak to the admin team and a board member on December 15 th regarding their findings and recommendations.	<i>Committee</i>	12-16-15
15-10.2	8. WLHS Trip Hazard - WLHS near the track service entrance. This is the area people drive in to drop off senior citizens or others that have difficulty walking. She supplied a photo of an area of the walkway that was removed for some reason and has not been re-poured, making it a possibly trip hazard. This walkway has a lot of traffic at games.	<i>Tim/Pat</i>	Completed

NEW SAFETY COMMITTEE ISSUES:

1. Email question from staff regarding lamps at work. Cindy read an email received asking if the District has any policy or protocol on lamps at school, since they noted that they see them left on overnight and wondered about the safety of it. Pat shared that we do not have a policy or protocol, but we do discourage bringing lamps. Desk lamps are okay, but do need to be shut off at the end of each day. Paula asked about portable heaters. Pat shared that we discourage portable heaters and would rather a work order was created if someone is uncomfortable. Maintenance would investigate and try to make changes to create a more comfortable environment. We do not actively manage lamps and portable heaters. Pat and Cindy will create two safety moments. One on lamps and one on portable heaters.
2. Speed bumps have been installed at Boeckman. This has successfully slowed down drivers.
3. The Art Tech bridge that connects the Kiva and school building has been repaired. It is not completed yet, but has been made safer. The project is ongoing.

NEXT MEETING: December 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