



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

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District Safety Committee Meeting Minutes
Wednesday, May 20, 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)
	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.		
14.4.3	2. Classroom numbers District-wide 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. 5-20-15: Close to the bidding process with this project.	<i>Bond Project</i>	Ongoing
14.11.2	3. Bond Safety Component. 1-21-15: This committee will be the stewardship group for the safety components of the bond.	<i>Committee</i>	Ongoing
15.1.1	4. Crosswalk at Willamette. We have received a request for a crosswalk at Willamette. 2-18-15: This has gone forward to the City for review. 3-18-15: no update. 5-20-15: The City will decide on whether to install a crosswalk or not.	<i>City</i>	Completed
15.3.1	5. Safe route to schools at Lowrie – Maintaining safe routes to school that began when no neighborhood immediately surrounded the school. 5-20-15: Safe Route to School map will be updated this summer.		Summer 2015
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. 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.	<i>Cindy/Tim</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. 4-15-15: Officer Finn suggested using two-sided lights. Tim will talk to the traffic engineer about this idea.	<i>Tim</i>	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. 4-15-15: Officer Finn talked to three students about their speed. He will continue to watch this area.	<i>Pat</i>	Fall 2015
15.3.6	9. 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.	<i>Tim</i>	Closed
15.3.7	10. Quarterly Inspections – These are safety inspections that should be done at each site. 11. 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. 12. 5-20-15: Three have been completed, but reports will not be done until work orders are created and work is done.	<i>Mark/Pat</i>	Ongoing
15-4.1	13. Intercom System and communication issues in various places in the District. 5-20-15: Some schools have received upgrades to their system.	<i>Curt/Tim</i>	Ongoing
15-4.2	14. 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.	<i>Tim</i>	Completed

NEW SAFETY COMMITTEE ISSUES:

1. The School District received an award. It is an Outstanding Program Award for our annual OPS Summer Safety Program training for maintenance, grounds, and custodial employees.

NEXT MEETING: June 17, 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