



**SAFE ROUTES TO SCHOOL COMMITTEE MEETING**  
**Wednesday September 17, 2008 at 9:00 a.m.**  
**Public Works Department Conference Room**

The Safe Routes to School Committee met on Wednesday, September 17, at 9:00 a.m. at Public Works Department Conference Room.

- I. **CALL TO ORDER:** Christina Westfall, Chair brought the meeting to order at approximately 9:05 a.m.
- II. **ROLL CALL:** Christina Westfall, Chair and Traffic & Safety Representative, Debbie Finnigan, Traffic Engineer, , Police Commissioner John Golumb, Police Commission Representative, Rebecca Emerson, School Board Representative, and Kirsten Barton, Little Harbor School Representative and Francesca Tise, Dondero Representative.

Absent: Dr. Robert Lister

- III. **ACCEPTANCE OF MINUTES:**  
**MOTION** made by Rebecca Emerson to accept the minutes of the July 21, 2008 meeting after Scott Allen's business address is added. Seconded by John Golumb. Motion passed.

- IV. **NEW BUSINESS:**
  - A. October 8th, 2008 – Walk to School Day - Debbie Finnigan presented the members with a flyer of items needed for the Walk/Bike to School Day to succeed. The Chair stated that the start time is different for each school. Each school will decide where they will have their respective meeting place for the kids to meet to walk/bike to school 45 minutes prior to the start of their regular school day. When arriving at school their will be a celebration. The principles will be contacted to see what they are willing to do for the respective celebration, such as food, raffle, etc. The Chair asked the members to contact their respective principles and by Friday e-mail the group of their school's commitment. It was suggested that the Pledge of Alliance There was no representation from St. Patrick's school, the Chair asked if a religious school is eligible and Debbie Finnigan will contact John Corrigan on this.

The Chair will contact Dr. Lister to obtain the approximate total number of students as well as the start time for each school. The Chair will contact the City Manager regarding City Council participation.

1. Flyer in school packages and on City web site – Debbie Finnigan will have this placed on the web site. Rebecca Emerson suggested having a copy of the Proclamation for the Principals to read. Debbie Finnigan will create a map. Rebecca Emerson suggested adding to the flyer going to Parents and Students that meeting 30-45 minutes prior to the start of the school day should be added. Debbie Finnigan will also contact Rebecca Hester at the Police Department concerning police attendance. John Golumb will speak with the Police Chief and Deputy Police Chief to have someone in uniform present and suggested the School SRO's be present. Debbie Finnigan will complete the Flyer going to Parents and Students will get it to Dr. Lister and when he reviews and approves it he will put into the parents packets.
2. Publicity – The chair stated that on Friday, we will have an update for the press release. It should be defined that if local businesses would like to support, contact Debbie Finnigan. Rain or shine will be added and Debbie Finnigan will finalize the press release.
3. Participation by Committee and other interested parties – Debbie Finnigan referred to Kiwanis who may be willing to donate helmets as a raffle that were not used at Children's Day and Kirsten Barton will follow up with Kiwanis. Debbie Finnigan stated she received an e-mail from John Corrigan that Fedex would like to be involved, Debbie Finnigan will contact Fedex. It was suggested that FedEx be asked whether or not they would like to donate banners for each of the five schools and stickers for the children. Kirstin Barton will contact the Red Ginger. Donations should be in multiples of five.
4. Route to Each School including a start point parents can drop off their children – Debbie Finnigan will work with Public Works GIS to make the maps. The Chair will contact McDonald's for juice. Rebecca Emerson will contact the Creek Athletic Club and the playground is there for New Franklin School and ask that they help volunteer at the meeting point to New Franklin.
5. Set up/Take Down – The Committee is still looking for volunteers to set up and take down.
6. Lead a Group - Kirsten Barton stated that she received a telephone call from Rotary requesting a group they could support and Kirsten will contact them. Rebecca Emerson suggested asking Rotary provide food, John Golumb will contact Rotary and will also contact Me and Ollie's.
7. Signs or Banners – It was suggested that ten signs be made (two for each school) and that Peake kids make the signs for the volunteers to hold. Suggested that parents and kids make signs for their lawns along the walk/bike route. Rebecca Emerson suggested asking FedEx for banners and stickers, Debbie Finnigan will contact FedEx.

The Chair asked that the members make their contacts and by Friday an e-mail be sent as an update so that Debbie Finnigan get finalize the press release.

The Chair referred to the principals having a table available, that they and their staff be there and to encourage the kids. See if they would be willing to have a pep rally and the gym teacher lead the entire student body around the school.

The chair asked if the bus company have been contacted about having a drop off point somewhat away from the school so the kids that bus could walk. It was decided that dropping off is to much and have the walking event once they get to the school. The chair will contact John Stokel at the Middle School for their involvement.

For example, Rebecca Emerson stated that at 7:45 a.m. will leave The Pine Street Playground, arriving at school at approx. 8:00 a.m., 20 mins. before first bell, there will be bagels and juice, everyone will be outside, the gym teacher will take the students on a 10 min. walk and then the regular school day starts. Ms. Emerson will take this to the principal, will you allow us to start school late, will the gym teacher commit to doing this and 3. the walk and ask him what he would like to see happen.

The Chair asked the Committee will the individual schools go out and solicit things for their own events or solicit as a committee, pool the resources and divide.

**MOTION** made by Rebecca Emerson that each school work with the businesses in the community specific to that school to volunteer with SRTS for participation on October 8th and anything donated will be divided among the participating schools. Seconded by John Golumb. Motion passed.

The Chair suggested another meeting prior to October 8<sup>th</sup>.

It was suggested to speak with the Principals regarding the meeting places for the students.

Discussion regarding volunteers need to be seen and it was suggested holding signs. The Chair stated we have sticks for the signs saying SRTS. Rebecca Emerson stated that the leaders in the walk should all wear t-shirts showing they are leaders. The Chair suggested parents place signs on their lawns.

## V. OLD BUSINESS:

- A. Pins for Walk to School Day – report back – Debbie Finnigan reported that the issue is they can only be used long term not short term, for example walking ten times in a month, therefore cannot be used for this event. The Chair stated this is disappointing that we can't give the kids anything. Debbie Finnigan will contact John Corrigan again to see what can be done.
- B. Bike Racks – report back – Debbie Finnigan reported the original quote was more than the amount of the 2007 grant so she asked for a new quote with fewer bike racks, and this quote was the wrong number of bike racks. She wrote on the quote what was needed and sent it back and hopefully will receive it back in a couple of days. The quote was half as much as before and therefore, should be able to purchase what we decided for the schools. St. Pat's felt it wouldn't be used and Debbie Finnigan suggested placing the racks somewhere else.

Francesca Tise reported there have been a couple of accidents at the school where the bike racks are parked and it was suggested that the bike racks more in the back.

Debbie Finnigan suggested a letter be sent to the Traffic & Safety Committee to the Chair or to her.

- C. Dondero School pathway – report back – Debbie Finnigan went there with the City's Environmental Planner and if we do what Debbie wanted to do we'd be in the wetlands which would trigger a very expensive permit. Debbie Finnigan suggested a wooden structure 6' wide and lights at the end of the bridge, it would be a ramp from the street and go straight into the lawn. Debbie Finnigan spoke with the Fire Chief

who didn't seem to think it was an issue to have a wooden structure there and no longer will be flat muddy ground.

**MOTION** made by Kirsten Barton to approve the Press Release and Parent and Students flyer. Seconded by John Golumb. Motion passed.

The next meeting is scheduled for Monday, September 29, 2008 at 9:00 a.m.

**VI. ADJOURNMENT:**

The Complete packet is on file at the Public Works Department

Respectfully submitted

Elaine Boucas  
Recording Secretary