

Memorandum to Safe Routes to School Planning Assistance Participants

DATE: August 14, 2012

TO: Principals of Willmar Elementary and Middle Schools

FROM: Donn Winckler and Matt Johnson (Mid-Minnesota Development Commission)

RE: **Safe Routes to School Steering Committee**

The Safe Routes to School Planning Assistance Program will begin after the school year begins. We will work with you on the exact timing of the first meeting. To assist your school with the preparation of a Safe Routes to School Plan, the Mid-Minnesota Development Commission (MMDC) will need to work with a SRTS Steering Committee. The committee will need to meet approximately 4 to 5 times over the course of a six to seven month period, with four meetings the preferred amount. Each individual school will need to have their own steering committee. Members representing law enforcement, the city, county health staff, etc. may serve on more than one committee, and MMDC will work on requesting these individuals to serve on the committees. What we are requesting from you is to work on getting volunteers to serve on the SRTS Steering Committee from school staff and parents of students. We would like a well-rounded Committee made up of teachers, school safety/transportation directors, and your administration (we would prefer you to be on the committee). Besides school staff, two or three parents to serve on the committee is recommended. If you cannot come up with parent names until after school begins, this is understandable.

The goal of the program is to prepare a plan that will make walking and bicycling to school safer. The key elements of the Plan will cover: Education, Encouragement, Enforcement, and Engineering. The completed Plan will allow the school to apply for implementation funding in the future. We look forward to working with you.

Willmar School District

Safe Routes to School (SRTS) Planning Process

First Meeting Agenda: (November 7, 2012)

1. Introductions
2. Overview of Safe Routes to School and the Plans to be written
3. Overview of SRTS planning process, timeline, and plan outline
(Includes discussion on methods to be utilized to determine needs)
4. Develop a Vision Statement to guide the planning process
5. Start discussion on local issues and concerns
6. Next steps, assignments, next meeting

Approximate Planning Process Timeline (2012 - 2013)

November:	Existing conditions data collection, first meeting
Dec. – Jan.:	Second meeting, walk/bike audit, neighborhood meetings, surveys
February:	Existing conditions memo, develop alternatives, third meeting
Feb. – March:	Assemble Draft Plans
April:	Final meeting, Finalize Plan Document

Plan Outline:

- I. Executive Summary: summary of the key points in the SRTS plan
- II. Introduction: What is SRTS, why is it important, background on school and community
- III. Vision Statement identified by the community
- IV. Existing Conditions: survey results, walk and bike audit results, assessment results
- V. Action Plan: list of identified strategies with prioritized short and long term action steps
- VI. Implementation Steps: identify timeline and lead agencies or individuals to implement plan
- VII. Evaluation Plan: detailed plan to evaluate progress over time
- VIII. Appendices: maps, survey results, assessment data, SRTS funding resources