



**WEST LINN-WILSONVILLE SCHOOL DISTRICT**  
**DEPARTMENT OF OPERATIONS**  
 2755 SW Borland Rd, Tualatin, OR 97062  
 503.673.7995

## District Safety Committee Agenda

Wednesday, December 20, 2023; 7:00 AM, WLWVSD via Zoom

**A. ATTENDEES:**

Name	Location/Title	Present	Absent
Jeff Chambers	Facilities Manager		
Enrique Guillen	Custodial Supervisor		
Mary Hanks	OSEA Representative		
Officer Jabral Johnson	West Linn HS, SRO		
Officer Zach Keirse	Wilsonville HS, SRO		
Pat McGough	Chief Operating Officer		
Steve Matthias	Maintenance Supervisor		
Leon Mongeau	OSEA Representative		
Jeremy Nichols	Safety & Security Supervisor		
Karen Pyeatt	District Nurse		
Caitlin Sullivan	Community Services Coordinator		
Kayla Kniola	WWEA Representative		
Shyla Waldern	Director of Human Resources		
Staci Ball	WWEA Representative		

**B. MINUTES REVIEW:**

The minutes from all meetings are available on the website: <http://www.wlww.k12.or.us/Page/16137>

**C. EXISTING ACTION ITEMS:**

Description	Responsible Party	Status (due by)
<p style="background-color: yellow;"><b>Long Range - Bond Planning</b></p> <p><b>6.21.2023</b></p> <ul style="list-style-type: none"> <li>Performing Arts center is open. Contractors will be competing their punch lists over the summer as well as working on the old theater.</li> <li>Long Range Planning meeting on July 19<sup>th</sup>.</li> </ul> <p><b>7.19.2023</b></p> <ul style="list-style-type: none"> <li>Long Range Planning meeting is tonight.</li> </ul>		

<p><b>9.20.2023</b></p> <ul style="list-style-type: none"> <li>The Board appointed two new members to the Long Range Planning Committee on September 11<sup>th</sup>. Mary Pettenger has been appointed to position 1. And Dave Ruelas was appointed to position 7.</li> <li>Ongoing work is progressing at all projects. The Heumann Center is almost complete, still waiting on permanent furniture to arrive. Wilsonville HS is getting close to finishing the Performing Arts Center. Riverside HS still has work being done in the wood shop area. Athey is working on punch list items; the track &amp; field is being worked on, hoping to start laying the track within the next week.</li> </ul> <p><b>10.18.2023</b></p> <ul style="list-style-type: none"> <li>Long Range Planning Committee tonight at Athey Creek. Focus of the committee will now shift from Bond oversight to Long Range planning.</li> <li>Dedication for Riverside was held on October 11<sup>th</sup>.</li> <li>Dedication for Athey Creek will be on October 30<sup>th</sup>.</li> <li>Wilsonville High PAC dedication will be on November 1.</li> </ul> <p><b>11.28.2023</b></p> <ul style="list-style-type: none"> <li>The district has completed all of the dedication ceremonies for new spaces: Wilsonville High School Performing Arts Center, Riverside High School and Athey Creek Middle School.</li> <li>The construction has begun at the new primary school in Wilsonville and is progressing well.</li> <li>District has started the process for the new Long Range Plan that will be approved by the Board. This process is to start conversations about a potential next Bond and what items would the district would like to focus on for a next Bond.</li> </ul> <p><b>12.20.2023</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<p><i>Pat McGough</i></p>	<p><i>Ongoing</i></p>
<b>Safety, Security, and Technology Upgrades</b>		
<p><b>6.21.2023</b></p> <ul style="list-style-type: none"> <li>District will be doing a full audit of the FOB shelter lock batteries to ensure they will be ready for the new school year.</li> <li>Shelter lock has been discontinued. The district bid Key Scan to replace lock sets at WLHS. Due to the bid the district received we are putting the project on hold. Likely that WLHS will not be updated this summer. District working on a resolution for this.</li> <li>Trillium Creek primary will be updated with the shelter lock system.</li> </ul> <p><b>7.19.2023</b></p> <ul style="list-style-type: none"> <li>Trillium Creek is moving along with their security upgrades. Including curtains, new entry and lock system.</li> </ul> <p><b>9.20.2023</b></p> <ul style="list-style-type: none"> <li>Trillium Creeks new system is functional and working. The system has been tested but FOBs have not been issued yet.</li> </ul> <p><b>10.18.2023</b></p> <ul style="list-style-type: none"> <li>District staff attended a training for the new FOB system and are continuing to learn to use the system. The system is active and staff is working with the principal on handing out FOBS when ready.</li> <li>West Linn High School is the last school that still needs a shelter lock system. The district will be going out for bid this fall and construction will be performed next summer.</li> <li>District has decided to hire 2 more School Safety &amp; Engagement Specialists, one more for each high school.</li> </ul> <p><b>11.28.2023</b></p> <ul style="list-style-type: none"> <li>Trillium Creek completed their FOB training yesterday, staff are ready to use their FOBs and the new door hardware system.</li> <li>The 2 new Safety &amp; Engagement Specialists have been hired. Now West Linn High School and Wilsonville High School both have 2 Safety &amp; Engagement Specialists on campus full-time.</li> </ul> <p><b>12.20.2023</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<p><i>Pat McGough Jeff Chambers</i></p>	

<p><b>Drills</b></p> <p><b>6.21.2023</b></p> <ul style="list-style-type: none"> <li>All drills have been complete for the year! All schools met the requirements regarding drills for the year.</li> </ul> <p><b>7.19.2023</b></p> <ul style="list-style-type: none"> <li>No drills during the summer.</li> </ul> <p><b>9.20.2023</b></p> <ul style="list-style-type: none"> <li>All principals have been notified of the drill requirements for the drills they need to complete throughout the year.</li> <li>All schools have completed their September fire drills.</li> </ul> <p><b>10.18.2023</b></p> <ul style="list-style-type: none"> <li>Had a secure event at Bolton and West Linn High School which provided great feedback. WLHS will be performing a lockdown drill on next Friday that will be different from the usual drills they have been running (maybe during passing time).</li> <li>The Great Shakeout is tomorrow 10/19. We have 7 schools participating and performing earthquake drills for the shakeout. The district also sent out language to schools on processes for earthquake drills.</li> </ul> <p><b>11.28.2023</b></p> <ul style="list-style-type: none"> <li>Drills are going well, ensuring that all schools have completed a lockdown, secure and earthquake drill before Winter Break.</li> <li>Lowrie incident: The 11/15/23 Safety Committee was cancelled due to an incident at Lowrie Primary School. There was an active manhunt in the neighborhood around Lowrie Primary School which caused schools to be delayed for two hours. From this event there was feedback from staff that the district could improve the communication regarding these events. Director of Communications is actively working on a new process for communications for staff in regards to these type of incidents.</li> </ul> <p><b>12.20.2023</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<p><i>Caitlin Sullivan Jeremy Nichols Jeff Chambers</i></p>	<p><i>Ongoing</i></p>
<p><b>True North</b></p> <p><b>6.21.2023</b></p> <ul style="list-style-type: none"> <li>Received the final report from True North. These will not be published as they are classified documents. District Safety Leadership Team is reviewing all of the reports and forecasting what items should be put on the next Bond regarding safety related items.</li> </ul> <p><b>7.19.2023</b></p> <ul style="list-style-type: none"> <li>DSLTL met to review the True North findings and will be meeting again in August to discuss other items.</li> </ul> <p><b>9.20.2023</b></p> <ul style="list-style-type: none"> <li>DSLTL is examining the recommendations made by True North. The district should have a report by December or January.</li> </ul> <p><b>10.18.2023</b></p> <ul style="list-style-type: none"> <li>DSLTL is continuing to examine the recommendations from True North.</li> </ul> <p><b>11.28.2023</b></p> <ul style="list-style-type: none"> <li>DSLTL is continuing to examine the recommendations provided by True North.</li> </ul> <p><b>12.20.2023</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<p><i>Pat McGough Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>
<p><b>Environmental Testing</b></p> <p><b>6.21.2023</b></p> <ul style="list-style-type: none"> <li>Have tested 6 schools for lead and water in regards to the HASS plan. 5 of the 6 schools are 100% clear and one school remaining, Stafford, one fixture had to be replaced and retested.</li> <li>Lowrie radon temporary mitigation efforts during the Spring were effective. Working through the summer with partners to achieve a more permanent solution. Will be using continuous radon monitors throughout the summer to see what adjustments occur.</li> </ul>	<p><i>Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>

<p><b>7.19.2023</b></p> <ul style="list-style-type: none"> <li>Continuing with radon monitoring at Lowrie PS. Maintenance team will be meeting on 7/27 to discuss how things are going for the summer testing.</li> <li>Have completed all testing at six schools for lead/water testing and all schools have passed their testing.</li> </ul> <p><b>9.20.2023</b></p> <ul style="list-style-type: none"> <li>Radon monitoring at Lowrie is ongoing. All of the changes from the Spring are still in effect. The testing period is coming up in October. Lowrie's entire building will be tested for radon starting on October 9<sup>th</sup>.</li> <li>Lead testing will be continuing this fall. Jeremy to update as we start testing specific sites.</li> </ul> <p><b>10.18.2023</b></p> <ul style="list-style-type: none"> <li>Lowrie has passed their radon testing.</li> </ul> <p><b>11.28.2023</b></p> <ul style="list-style-type: none"> <li>There will be upcoming radon &amp; lead testing performed in some of our buildings. Updated will be provided as the tests are completed.</li> </ul> <p><b>12.20.2023</b></p> <ul style="list-style-type: none"> <li></li> </ul>		
<p><b>Incident Reports</b></p> <p><b>10.18.2023</b></p> <ul style="list-style-type: none"> <li>The District Safety Committee will now be investigating all incident reports for district staff. Shyla did send a message to staff reminding to fill out the reports for any incidents. Since the message she had received two reports, one for a staff slipping on water and one from a teacher tripping over student backpacks. For these incidents she will send the committee an email. For other incidents the committee will discuss in our monthly meetings.</li> </ul> <p><b>11.28.2023</b></p> <ul style="list-style-type: none"> <li>Human Resources is working on a process for sending incident reports to the Safety Committee. Will have an update on the process for the December 20<sup>th</sup> meeting.</li> </ul> <p><b>12.20.2023</b></p> <ul style="list-style-type: none"> <li></li> </ul>		

**NEW SAFETY COMMITTEE ISSUES/DISCUSSION:**

- Isolation space in buildings (OAR 581-022-2220): The new ORS states that the district needs to provide a designated isolation space in all buildings. The district also has to train 1 staff member per every 60 students in a building. We do have until the end of the school year to address these items.
- Cleaning sprays in buildings: Staff need to ask for cleaning sprays and cannot bring their own products into the schools. District should communicate to staff these requirements and let them know that all Building Engineers can provide staff with cleaning supplies.
- Scents and fragrances in schools: There have been a lot of staff members bringing in plug-ins and fragrance spray cans. The district will communicate to staff that plug-ins are not allowed and will be taken if used in schools.

**NEXT MEETING: January 17, 2024 – via Zoom at 7:00AM**

*Minutes* were prepared by Caitlin Sullivan ([sullivac@wlwv.k12.or.us](mailto:sullivac@wlwv.k12.or.us)). 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.