



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

**District Safety Committee Agenda**  
**Wednesday, February 15, 2023; 7:00 AM, WLWVSD via Zoom**

**A. ATTENDEES:**

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

**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:**

<b>Description</b>	<b>Responsible Party</b>	<b>Status (due by)</b>
<p><b>Long Range - Bond Planning</b></p> <p><b>6.15.2022</b></p> <ul style="list-style-type: none"> <li>Safety and security upgrades to happen this summer. Installing upgrades at Trillium, including the secure entry. At Wilsonville HS all of the upgrades will be installed including the electric secure entry.</li> </ul> <p><b>7.20.2022</b></p> <ul style="list-style-type: none"> <li>Trillium Creek, Wilsonville HS and WLHS all to be receiving safety upgrades over the summer. Trillium to get secured entry but will take 8-10 months to receive all the items needed to finish the</li> </ul>	<i>Pat McGough</i>	<i>Ongoing</i>

<p>vestibule. Trillium to also get the shelter lock system. Wilsonville HS will also get shelter lock system. WLHS will get shelter lock system around Christmas break.</p> <p><b>9.21.2022</b></p> <ul style="list-style-type: none"> <li>• The long lead items are still preventing us from finishing Trillium Creek and WLHS. The projects are on the schedule &amp; orders placed. Hoping for over Christmas Break but won't finalize the schedule until we have the parts.</li> <li>• Construction area at WHS has been burglarized twice now. What can we do to help crack down on security?</li> </ul> <p><b>10.19.2022</b></p> <ul style="list-style-type: none"> <li>• Meeting tonight with Long Range Planning. One of the items that will be discussed is site fencing – specifically at primary schools. To increase site security. Will have many community conversations also recommendation from True North. Having conversations with PTAs throughout the district.</li> <li>• New line item for True North.</li> </ul> <p><b>11.16.2022</b></p> <ul style="list-style-type: none"> <li>• Ongoing discussions with PTAs about installing site fencing at schools. Have received good feedback but with certain stipulations.</li> </ul> <p><b>12.21.2022</b></p> <ul style="list-style-type: none"> <li>• Meetings with PTA groups are going well. Will be meeting with Boeckman Creek and Willamette PTA in January.</li> <li>• The District is moving forward with renovations for Riverside HS.</li> </ul> <p><b>1.18.2023</b></p> <ul style="list-style-type: none"> <li>• PTA visits have been completed at all primary schools regarding fencing at the primary school sites. Great feedback regarding fencing.</li> <li>• Long range planning meeting tonight.</li> </ul> <p><b>2.15.2023</b></p> <ul style="list-style-type: none"> <li>• Met with DSLT about the next steps in the fencing conversation. Thought on a community wide meeting and a meeting with both the City of West Linn and the City of Wilsonville. Received positive feedback from all PTA groups at primary schools.</li> </ul>		
<p><b>Safety, Security, and Technology Upgrades</b></p> <p><b>6.15.2022</b></p> <ul style="list-style-type: none"> <li>• Operations has trained all staff that have the shelter lock system other than Athey Creek.</li> </ul> <p><b>7.20.2022</b></p> <ul style="list-style-type: none"> <li>• All schools with shelter lock system have been trained. Operations still needs to meet with Athey Creek &amp; will also meet with schools to go over the training again in the first weeks of school.</li> </ul> <p><b>9.21.2022</b></p> <ul style="list-style-type: none"> <li>• All schools have had the training/re-training on the shelter lock system. Have created buzz-in systems for schools as well.</li> </ul> <p><b>10.19.2022</b></p> <ul style="list-style-type: none"> <li>• All schools have buzz in entry, two schools waiting for two sites that can unlock doors. Also, adding a button in that will allow doors to shut when lockdown occurs.</li> </ul> <p><b>11.16.2022</b></p> <ul style="list-style-type: none"> <li>• No update at this time. Still waiting on parts for the secure entry at Trillium Creek.</li> </ul> <p><b>12.21.2022</b></p> <ul style="list-style-type: none"> <li>• Materials still on order for the secure entry work at Trillium Creek. WLHS will be the last school to receive shelter locks. We've been working on tightening up building security.</li> </ul> <p><b>1.18.2023</b></p> <ul style="list-style-type: none"> <li>• Some parts for the secure entry system are no longer being manufactured so Operations team is working on a plan for how to proceed.</li> </ul>	<p><i>Pat McGough</i> <i>Jeff Chambers</i></p>	

<ul style="list-style-type: none"> <li>• Has been some hiccups with the notification system at some of the schools – this should be fixed by the end of this week at the latest. And although the notification system might not be working the FOBs are still working.</li> </ul> <p><b>2.15.2023</b></p> <ul style="list-style-type: none"> <li>• Our shelter lock system is currently working and we have fixed all of the problems with the notification system.</li> <li>• Current manufacturer is no longer making these shelter lock systems which creates some problems moving forward. There is a new system, so the district is speaking about implementing that. If they do it will need a board action approval to proceed.</li> </ul>		
<p><b>Nursing Staff Safety/Health Updates</b></p> <p><b>6.15.2022</b></p> <ul style="list-style-type: none"> <li>• Numerous COVID tests left over so students will be allowed to take 2 boxes of tests home with them. Any additional tests will be available to staff members.</li> </ul> <p><b>7.20.2022</b></p> <ul style="list-style-type: none"> <li>• COVID is still pretty active. The District will continue to follow the requirements/recommendations put out by the County.</li> </ul> <p><b>9.21.2022</b></p> <ul style="list-style-type: none"> <li>• For COVID people should isolate for 5 days. Day 0 through Day 5, so actually need to be home for 6 days.</li> <li>• Schools needing more PPE. All schools should be stocked &amp; building engineers should know where PPE is located.</li> <li>• Benefits meeting on 9/28 at Stafford – they will be giving free flu shots.</li> </ul> <p><b>10.19.2022</b></p> <ul style="list-style-type: none"> <li>• Air quality, yesterday 10/18. OSHA guidelines state you need to notify students/staff at certain air quality index points. OSAA also has their own guidelines for sports. District will continue to monitor air quality for the next few days.</li> </ul> <p><b>11.16.2022</b></p> <ul style="list-style-type: none"> <li>• Have seen an increase in RSV cases so district will communicate out to staff ways that we can keep everyone safe.</li> </ul> <p><b>12.21.2022</b></p> <ul style="list-style-type: none"> <li>• No updates at this time.</li> </ul> <p><b>1.18.2023</b></p> <ul style="list-style-type: none"> <li>• COVID is still around but thankfully at this time everyone seems to be able to manage it on their own.</li> </ul> <p><b>2.15.2023</b></p> <ul style="list-style-type: none"> <li>• COVID is still around and people seem to be confused by the procedures if they are to test positive. Do not have to test negative to return to work/school. Only need to isolate. Seems like there is not enough communication regarding the COVID procedures for staff and students.</li> <li>• Pat to get with Andrew and Lauren regarding communications around COVID procedures, sending to staff and parents as well.</li> <li>• We will be removing this line item and just bring the topic up if anything arises.</li> </ul>	<p><i>Karen Pyeatt</i></p>	<p><i>Ongoing</i></p>

<p><b>Drills</b></p> <p><b>6.15.2022</b></p> <ul style="list-style-type: none"> <li>• Almost done with drills for the year! We have three schools that need to complete their June fire drills and then we will be done.</li> </ul> <p><b>7.20.2022</b></p> <ul style="list-style-type: none"> <li>• All drills have been completed for the year! Saw a progression throughout the year with drills. Operations staff working to update the Standard Response Protocol posters and booklets throughout the buildings.</li> </ul> <p><b>9.21.2022</b></p> <ul style="list-style-type: none"> <li>• Drills have been going well. All schools have completed their first fire drill and most are completing their lockdown drills.</li> </ul> <p><b>10.19.2022</b></p> <ul style="list-style-type: none"> <li>• Drills have been going well. District personnel has noticed that people are more prepared and the mindset has shifted about doing drills and being prepared for emergencies.</li> </ul> <p><b>11.16.2022</b></p> <ul style="list-style-type: none"> <li>• Drills are going well. Getting through the drills that are needed before schools go on Winter Break.</li> <li>• Might be a good idea to do some ERT drills at the schools. Pat to ask leadership about this.</li> </ul> <p><b>12.21.2022</b></p> <ul style="list-style-type: none"> <li>• Boones Ferry (Lockdown drill) and Crest (Secure drill) participated in a joint drill together. This is the first time Crest has done a drill on their own. Both drills went well.</li> <li>• We've had feedback from schools about students feeling anxious when they don't know about drills beforehand. Schools will start announcing drills over the intercom system 15 to 30 seconds before actual drill, in belief that this will help calm and reassure students who are anxious about drills.</li> </ul> <p><b>1.18.2023</b></p> <ul style="list-style-type: none"> <li>• IT has implemented a new pre-drill announcement that will go out on the PA system before every drill (fire, shelter, lockdown) so that everyone knows a drill is occurring.</li> <li>• Also have rolled out a 'softer' all clear announcement at each school.</li> <li>• Would be great to have some protocols in place for building engineers to understand their roles in drills. Often when there is a sub for an engineer they are unsure what to do. Having an outlined protocol sheet would be beneficial.</li> </ul> <p><b>2.15.2023</b></p> <ul style="list-style-type: none"> <li>• All schools using the new pre-drill announcements. Drills are going well.</li> <li>• Some staff members are concerned that if we always notify students before the drills then in a real emergency they won't really know what to do. This should be a building decision if they want to not notify before their drills.</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>11.16.2022</b></p> <ul style="list-style-type: none"> <li>• Have gone through an extensive inventory for True North to provide them more information before they come to do the evaluation.</li> </ul> <p><b>12.21.2022</b></p> <ul style="list-style-type: none"> <li>• Pat and Jeremy had the initial meeting with True North. Interviews will begin in January with Admin. staff.</li> </ul> <p><b>1.18.2023</b></p> <ul style="list-style-type: none"> <li>• True North is in the process of doing school site interviews with principal's/front office staff.</li> <li>• Once True North has completed all of their assessments they will provide the District with recommendations. Hopeful that the recommendations provide some consistency across school sites.</li> </ul> <p><b>2.15.2023</b></p>	<p><i>Pat McGough Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>

<ul style="list-style-type: none"> <li>• True North has completed all of their site visits and interviews and is now working on their report that they will provide the district. Should expect the report around late March.</li> </ul>		
<p><b>Environmental Testing</b></p> <p><b>12.21.2022</b></p> <ul style="list-style-type: none"> <li>• The District hired a new Environmental Technician. She has been working on updating Radon maps. Testing will begin in January at two schools. We'll begin water testing in the Spring in seven buildings. Testing for radon and lead is part of the HASS plan and being compliant.</li> <li>• The IPM report will be presented to the Board at the February Board Meeting.</li> </ul> <p><b>1.18.2023</b></p> <ul style="list-style-type: none"> <li>• Radon testing at Wood and Lowrie in February. Water testing to occur after the radon testing, 7 schools to have water testing.</li> <li>• Maintenance is also putting fence guard at numerous locations – just finished at Cedaroak and are currently working at Boeckman Creek.</li> </ul> <p><b>2.15.2023</b></p> <ul style="list-style-type: none"> <li>• In the process of radon testing. Tested Lowrie last week and testing Wood this week. Lowrie still has high readings for radon, district will continue to look at ways to mitigate.</li> </ul>	<p><i>Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>
<p><b>Staircase Safety</b></p> <p><b>12.21.2022</b></p> <ul style="list-style-type: none"> <li>• A staff member at WLHS fell down the stairs inside the building. Adding a center railing would create more added safety and could provide a more functional way for traffic to flow. Pat will check with the architectural team to see if a middle rail could be accommodated.</li> </ul> <p><b>1.18.2023</b></p> <ul style="list-style-type: none"> <li>• Pat to check in on this. Also WLHS staff to check in with Steve Matthias to ensure that the new elevator is working correctly at WLHS.</li> </ul> <p><b>2.15.2023</b></p> <ul style="list-style-type: none"> <li>• Both elevators are functional at WLHS. No further action required on this line item. We will be removing this line item.</li> </ul>	<p><i>Pat McGough</i></p>	<p><i>New</i></p>

**NEW SAFETY COMMITTEE ISSUES/DISCUSSION:**

1. Rosemont track/field issues regarding the discus nets. The nets have been tested and are deemed safe by OSAA and engineering standards.
2. Stafford has an accidental shelter initiated from the FOBS and staff in the annex building were concerned that they were not notified. In a real situation if there were to be a lockdown they would be notified by the shelter lock notifications.

**NEXT MEETING: March 15, 2023 – 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.*

