

WEST LINN-WILSONVILLE SCHOOL DISTRICT

DEPARTMENT OF OPERATIONS

2755 SW Borland Rd, Tualatin, OR 97062 503.673.7995

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

# A. ATTENDEES:

| Name                   | Location/Title                    | Present | <mark>Absent</mark> |
|------------------------|-----------------------------------|---------|---------------------|
| 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 Keirsey   | Wilsonville HS, SRO               | X       |                     |
| Pat McGough            | Chief Operating Officer           | X       |                     |
| Steve Matthias         | Maintenance Supervisor            | X       |                     |
| Leon Mongeau           | OSEA Representative               | X       |                     |
| Jeremy Nichols         | Safety & Security<br>Supervisor   | X       |                     |
| Karen Pyeatt           | District Nurse                    | X       |                     |
| Caitlin Sullivan       | Community Services<br>Coordinator | X       |                     |
| Lisa Love              | WWEA Representative               | X       |                     |
| Shyla Waldern          | Director of Human<br>Resources    | X       |                     |
| Staci Ball             | WWEA Representative               | X       |                     |

#### **B. MINUTES REVIEW:**

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

### C. EXISTING ACTION ITEMS:

| Description   | Responsible | Status   |
|---|-------------|----------|
|   | Party       | (due by) |
| Long Range - Bond Planning  |             |          |
| 6.15.2022   |             |          |
| • 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. |             |          |
| 7.20.2022   |             |          |
| • 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            |             |          |

|         |  | 1             |         |
|---------|--|---------------|---------|
|         | vestibule. Trillium to also get the shelter lock system. Wilsonville<br>HS will also get shelter lock system. WLHS will get shelter lock<br>system around Christmas break. |               |         |
| 9.21.20 |  |               |         |
|         |  |               |         |
| •       | The long lead items are still preventing us from finishing Trillium  |               |         |
|         | Creek and WLHS. The projects are on the schedule & orders placed.  |               |         |
|         | Hoping for over Christmas Break but won't finalize the schedule  |               |         |
|         | until we have the parts.   |               |         |
| •       | Construction area at WHS has been burglarized twice now. What  |               |         |
| 10.10.0 | can we do to help crack down on security?  | Pat McCouch   | Ongoing |
| 10.19.2 |  | Pat McGough   | Ongoing |
| •       | 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.   |               |         |
| •       | New line item for True North.  |               |         |
| 11.16.2 |  |               |         |
| •       | Ongoing discussions with PTAs about installing site fencing at   |               |         |
|         | schools. Have received good feedback but with certain stipulations.  |               |         |
| 12.21.2 |  |               |         |
| •       | Meetings with PTA groups are going well. Will be meeting with  |               |         |
|         | Boeckman Creek and Willamette PTA in January.  |               |         |
| •       | The District is moving forward with renovations for Riverside HS.  |               |         |
| 1.18.20 |  |               |         |
| •       | PTA visits have been completed at all primary schools regarding  |               |         |
|         | fencing at the primary school sites. Great feedback regarding  |               |         |
|         | fencing.   |               |         |
| •       | Long range planning meeting tonight.   |               |         |
| 2.15.20 | 23   |               |         |
| •       | 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.   |               |         |
| 3.15.20 |  |               |         |
| •       | Bond planning is continuing. Bond has met with all principals to   |               |         |
|         | discuss future bond projects. Numerous safety items on the list - site   |               |         |
|         | fencing, curtains, exterior lighting, etc.   |               |         |
| •       | Both bond projects still in process. Hoping WHS Auditorium will be   |               |         |
|         | hopefully finished after Spring Break. New Athey Creek is on   |               |         |
|         | schedule and coming along nicely.  |               |         |
|         | Security, and Technology Upgrades  |               |         |
| 6.15.20 |  |               |         |
| •       | Operations has trained all staff that have the shelter lock system   |               |         |
|         | other than Athey Creek.  |               |         |
| 7.20.20 |  |               |         |
| •       | All schools with shelter lock system have been trained. Operations   |               |         |
|         | still needs to meet with Athey Creek & will also meet with schools   |               |         |
|         | to go over the training again in the first weeks of school.  |               |         |
| 9.21.20 |  | Pat McGough   |         |
| •       | All schools have had the training/re-training on the shelter lock  | Jeff Chambers |         |
| 10.10 - | system. Have created buzz-in systems for schools as well.  |               |         |
| 10.19.2 |  |               |         |
| •       | 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.   |               |         |
| 11.16.2 |  |               |         |
| •       | No update at this time. Still waiting on parts for the secure entry at   |               |         |
|         | Trillium Creek.  |               |         |
| 12.21.2 | 022  |               |         |

| <ul> <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> <li>1.18.2023 <ul> <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> <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> </li> <li>2.15.2023 <ul> <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</li> </ul> </li> </ul> |                                 |         |
|--|---------------------------------|---------|
| do it will need a board action approval to proceed.  |                                 |         |
| <ul> <li>3.15.2023</li> <li>Current manufacturer of shelter lock system is no longer making these lock systems. We have a new product in the works and the Board recently approved this.</li> <li>Installed vape detectors in bathrooms at high schools. Likely to expand and install more of these in the high school and middle school restrooms.</li> </ul>   |                                 |         |
| Drills<br>6.15.2022  |                                 |         |
| • 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.  |                                 |         |
| <ul> <li>7.20.2022</li> <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>  |                                 |         |
| <ul><li>9.21.2022</li><li>Drills have been going well. All schools have completed their first</li></ul>  |                                 |         |
| <ul> <li>Drins have been going wen. An schools have completed then first fire drill and most are completing their lockdown drills.</li> <li>10.19.2022</li> </ul>  |                                 |         |
| • 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.   |                                 |         |
| 11.16.2022   | Caitlin Sullivan                | Quasina |
| • Drills are going well. Getting through the drills that are needed before schools go on Winter Break.   | Jeremy Nichols<br>Jeff Chambers | Ongoing |
| • Might be a good idea to do some ERT drills at the schools. Pat to ask leadership about this.   |                                 |         |
| 12.21.2022   |                                 |         |
| • Boones Ferry (Lockdown drill) and Crest (Secure drill) participated<br>in a joint drill together. This is the first time Crest has done a drill on<br>their own. Both drills went well.  |                                 |         |
| • We've had feedback from schools about students feeling anxious<br>when they don't know about drills beforehand. Schools will start<br>announcing drills over the intercom system 15 to 30 seconds before<br>actual drill, in belief that this will help calm and reassure students<br>who are anxious about drills.  |                                 |         |
| 1.18.2023  |                                 |         |
| • 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.   |                                 |         |
| • Also have rolled out a 'softer' all clear announcement at each school.   |                                 |         |

| <ul> <li>Would be great to have some protocols in place for building engineers to understand their roles in dills. Often when there is a sub for an engineer they are unsure what to do. Having an outlined protocol sheet would be beneficial.</li> <li>2.15.2023</li> <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 their drills.</li> <li>3.15.2023</li> <li>Drills have been going well.</li> <li>The District postponed the First Responders in March due to weather working on rescheduling a date for the meeting.</li> <li>True North is in the process of doing school site interviews with principal's/front office staff.</li> <li>Ongoing oroxide the District with Admin. staff.</li> <li>1.18.2023</li> <li>True North is in the process of doing school site interviews with principal's/front office staff.</li> <li>Once True North is ompleted all of their assessments they will provide the District with recommendations. Hopeful that the recommendations provide some consistency across school sites.</li> <li>2.15.2023</li> <li>True North is still on schedule to produce the final report at the end of March. Once they have produced the report they will locy discuss their findings with district administration.</li> <li>Pationeer and Testing 2.12.2022</li> <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> <li>3.15.2023</li> <li>True North has completed all of shear spring in seven buildings. Testing for radon and lead is part of the HASS plan and of March. One they have produced the they role seven and their or events may at two schools. Well hegin 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 District hirdon and lead is part of</li></ul>   |          |   |                |         |
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|  |          | organizations working to remedy this situation.   |                |         |

# NEW SAFETY COMMITTEE ISSUES/DISCUSSION:

- 1. 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.
  - a. Will be walking this site to see if we can come up with a solution for the annex building regarding FOBS.
- 2. HR now has an online complaint process for staff on their website.

### NEXT MEETING: April 19, 2023 - via Zoom at 7:00AM

*Minutes* were prepared by Caitlin Sullivan (<u>sullivac@wlwv.k12.or.us</u>). 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.