



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	Absent
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:

Description	Responsible Party	Status (due by)
<p>Long Range - Bond Planning</p> <p>6.15.2022</p> <ul style="list-style-type: none"> 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. <p>7.20.2022</p> <ul style="list-style-type: none"> 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 		

<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>9.21.2022</p> <ul style="list-style-type: none"> 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 can we do to help crack down on security? <p>10.19.2022</p> <ul style="list-style-type: none"> 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. <p>11.16.2022</p> <ul style="list-style-type: none"> Ongoing discussions with PTAs about installing site fencing at schools. Have received good feedback but with certain stipulations. <p>12.21.2022</p> <ul style="list-style-type: none"> 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. <p>1.18.2023</p> <ul style="list-style-type: none"> 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. <p>2.15.2023</p> <ul style="list-style-type: none"> 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. <p>3.15.2023</p> <ul style="list-style-type: none"> 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. 	<p><i>Pat McGough</i></p>	<p><i>Ongoing</i></p>
<p>Safety, Security, and Technology Upgrades</p> <p>6.15.2022</p> <ul style="list-style-type: none"> Operations has trained all staff that have the shelter lock system other than Athey Creek. <p>7.20.2022</p> <ul style="list-style-type: none"> 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. <p>9.21.2022</p> <ul style="list-style-type: none"> All schools have had the training/re-training on the shelter lock system. Have created buzz-in systems for schools as well. <p>10.19.2022</p> <ul style="list-style-type: none"> 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. <p>11.16.2022</p> <ul style="list-style-type: none"> No update at this time. Still waiting on parts for the secure entry at Trillium Creek. <p>12.21.2022</p>	<p><i>Pat McGough Jeff Chambers</i></p>	

<ul style="list-style-type: none"> 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. <p>1.18.2023</p> <ul style="list-style-type: none"> Some parts for the secure entry system are no longer being manufactured so Operations team is working on a plan for how to proceed. 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. <p>2.15.2023</p> <ul style="list-style-type: none"> Our shelter lock system is currently working and we have fixed all of the problems with the notification system. 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. <p>3.15.2023</p> <ul style="list-style-type: none"> 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. Installed vape detectors in bathrooms at high schools. Likely to expand and install more of these in the high school and middle school restrooms. 		
<p>Drills</p> <p>6.15.2022</p> <ul style="list-style-type: none"> 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. <p>7.20.2022</p> <ul style="list-style-type: none"> 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. <p>9.21.2022</p> <ul style="list-style-type: none"> Drills have been going well. All schools have completed their first fire drill and most are completing their lockdown drills. <p>10.19.2022</p> <ul style="list-style-type: none"> 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. <p>11.16.2022</p> <ul style="list-style-type: none"> Drills are going well. Getting through the drills that are needed before schools go on Winter Break. Might be a good idea to do some ERT drills at the schools. Pat to ask leadership about this. <p>12.21.2022</p> <ul style="list-style-type: none"> 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. 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. <p>1.18.2023</p> <ul style="list-style-type: none"> 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. 	<p><i>Caitlin Sullivan Jeremy Nichols Jeff Chambers</i></p>	<p><i>Ongoing</i></p>

<ul style="list-style-type: none"> • 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. <p>2.15.2023</p> <ul style="list-style-type: none"> • All schools using the new pre-drill announcements. Drills are going well. • 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. <p>3.15.2023</p> <ul style="list-style-type: none"> • Drills have been going well. • The District postponed the First Responders in March due to weather – working on rescheduling a date for the meeting. 		
<p>True North</p> <p>11.16.2022</p> <ul style="list-style-type: none"> • Have gone through an extensive inventory for True North to provide them more information before they come to do the evaluation. <p>12.21.2022</p> <ul style="list-style-type: none"> • Pat and Jeremy had the initial meeting with True North. Interviews will begin in January with Admin. staff. <p>1.18.2023</p> <ul style="list-style-type: none"> • True North is in the process of doing school site interviews with principal's/front office staff. • 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. <p>2.15.2023</p> <ul style="list-style-type: none"> • 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. <p>3.15.2023</p> <ul style="list-style-type: none"> • True North is still on schedule to produce the final report at the end of March. Once they have produced the report they will come discuss their findings with district administration. 	<p><i>Pat McGough Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>
<p>Environmental Testing</p> <p>12.21.2022</p> <ul style="list-style-type: none"> • 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. • The IPM report will be presented to the Board at the February Board Meeting. <p>1.18.2023</p> <ul style="list-style-type: none"> • Radon testing at Wood and Lowrie in February. Water testing to occur after the radon testing, 7 schools to have water testing. • Maintenance is also putting fence guard at numerous locations – just finished at Cedaroak and are currently working at Boeckman Creek. <p>2.15.2023</p> <ul style="list-style-type: none"> • 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. <p>3.15.2023</p> <ul style="list-style-type: none"> • Tested Wood for radon and all results came back under threshold in all spaces. • Radon testing at Lowrie came back high in one classroom. The history of readings and the levels of which the HVAC was running are contributors into the testing results. The District has numerous organizations working to remedy this situation. 	<p><i>Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>

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 (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.