



**WEST LINN-WILSONVILLE SCHOOL DISTRICT  
DEPARTMENT OF OPERATIONS**

2755 SW Borland Rd  
Tualatin, OR 97062  
Phone: 503.673.7995  
Fax: 503.638.9143

---

**District Safety Committee Agenda**  
**Wednesday, March 17, 2021; 7:00 AM, WLWSD via Zoom**

**A. ATTENDEES:**

| <b>Name</b>            | <b>Location/Title</b>       | <b>Present</b> | <b>Absent</b> |
|------------------------|-----------------------------|----------------|---------------|
| Jeff Chambers          | Facilities Manager          | X              |               |
| Officer Jeff Halverson | West Linn HS, SRO           | X              |               |
| Mary Hanks             | OSEA Representative         | X              |               |
| Mark Law               | Custodial Supervisor        | X              |               |
| Cindy Lindsley         | Community Services Manager  | X              |               |
| Pat McGough            | Chief Operating Officer     | X              |               |
| Leon Mongeau           | OSEA Representative         | X              |               |
| TBD                    | Wilsonville HS, SRO         |                |               |
| Jeremy Nichols         | Environmental Technician    | X              |               |
| Karen Pyeatt           | District Nurse              | X              |               |
| Mary Teel              | WWEA Representative         | X              |               |
| Shyla Waldern          | Director of Human Resources | X              |               |
| Stacia Wilson          | 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>Item</b> | <b>Description</b>   | <b>Responsible Party</b>                                | <b>Status (due by)</b> |
|-------------|--|---|------------------------|
| 20.1-12     | <b>Environmental Safety Concerns</b><br><b>7.15.2020:</b> <ul style="list-style-type: none"><li>We have our board approved (and updated plan) with ODE, will be uploaded to our district website under 'environmental safety' with assistance from Communications Manager.</li></ul> <b>8.19.2020:</b> <ul style="list-style-type: none"><li>Our HAZ plan has been approved by ODE, currently working on mapping the entire district for new signage. Also working on room numbers (addresses), once these are fully developed then we will get these to SROs.</li></ul> | <i>Pat McGough<br/>Jeff Chambers<br/>Jeremy Nichols</i> | <i>Ongoing</i>         |

|         |   |             |         |
|---------|---|-------------|---------|
|         | <p><b>9.16.2020:</b></p> <ul style="list-style-type: none"> <li>New round of radon testing in October, must be tested by January 2021. May need to delay to end of October due to smoke.</li> <li>Jeremy has been working with Steve to update plan for three well water systems at Admin, Stafford, and Athey. Have a meeting with the county next week to go through the emergency plan. Those plans will be updated next week. Doing more water tests with Columbia that aren't due until the end of the year.</li> <li>We have received communication from a few community members who are concerned about Legionnaires Disease which was reported on the East Coast. It is not something we normally test for unless notified by Clackamas County.</li> </ul> <p><b>10.21.2020:</b></p> <ul style="list-style-type: none"> <li>Radon testing started this week at 4 locations. 3 more will be deployed at different locations next week. The January 1<sup>st</sup> 2021 deadline will be met.</li> <li>Jeremy met with the county about the water systems. The emergency plans were updated and approved. Systems are in order.</li> </ul> <p><b>11.18.2020:</b></p> <ul style="list-style-type: none"> <li>We have now completed all testing district wide for radon (met January 1, 2020 deadline). Most recent schools completed Athey Creek, Boones Ferry, Willamette, CREST, Three Rivers. Recently tested at Art Tech, Lowrie; upcoming retesting at Art Tech &amp; Lowrie due to parts of the building having high readings of radon. Want to confirm the findings before we take action.</li> <li>Last week Stafford had their power shutdown which caused a water issue (lost water pressure), so we were mandated to do a water test. We delivered bottles of water to test and everything is well – Stafford back online.</li> </ul> <p><b>12.16.2020</b></p> <ul style="list-style-type: none"> <li>We are currently retesting at Art Tech after district HVAC technicians made adjustments. Those results will be available by December 21<sup>st</sup>.</li> <li>At Lowrie, after two HVAC mech-failures were rectified, we ran a full radon test, during testing two canisters were damaged/misplaced. Results will be available by December 21<sup>st</sup> as well.</li> <li>Lowrie's prelim results have come back over the 4.0 limit, it will trigger a mitigation response that will require professional design. Note: new building code requires that radon mitigation systems be installed during construction (underground) – which is difficult to do to existing buildings.</li> </ul> <p><b>1.20.2021:</b></p> <ul style="list-style-type: none"> <li>At Art Tech we were able to achieve the desired results with HVAC system (venting and exhaust fans added).</li> <li>At Lowrie we are going through mitigation efforts with the contractor, this is in the planning phases with a few options. Met with contractors to install a mitigation system – this was not required by code at the time of building construction. We have engaged them to come up with a design solution that should be ready by February, you will not physically see these.</li> </ul> <p><b>2.17.2021:</b></p> <ul style="list-style-type: none"> <li>We have our designers; when design is complete we will get this installed at Lowrie. Will have update for next month.</li> </ul> <p><b>3.17.2021:</b></p> <ul style="list-style-type: none"> <li>Jeremy and Jeff are getting in touch with the designers today, no official update otherwise. Art Tech is complete and updates are on the website.</li> </ul> |             |         |
| 20.1-10 | <p><b>Long Range - Bond Planning</b></p> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>Long range planning has been tasked with developing site signage on vacant properties. There is a meeting scheduled this evening.</li> </ul>   | Pat McGough | Ongoing |

|         |  |  |                       |
|---------|--|--|-----------------------|
|         | <p>Appointment of three new members will occur by the School Board in August 2020.</p> <p><b>8.19.2020:</b></p> <ul style="list-style-type: none"> <li>Next meeting is not until October, major turnover in community representatives. Board is currently reviewing applications.</li> </ul> <p><b>9.16.2020:</b></p> <ul style="list-style-type: none"> <li>On Monday night the board selected three new members for vacancies on the long range planning committee/bond oversight committee. We will have a work session on Monday night to redefine and give clear direction to the LRPC on their roles.</li> </ul> <p><b>10.21.2020:</b></p> <ul style="list-style-type: none"> <li>Virtual public meeting is Wednesday, October 21, 2020. The Board has chosen 3 new members to the Long Range Planning Committee/Bond Oversight Committee There is another meeting scheduled for Wednesday, October 28, 2020.</li> </ul> <p><b>11.18.2020:</b></p> <ul style="list-style-type: none"> <li>There was a community meeting last night regarding gender neutral restrooms – specifically at Wood Middle School. Meeting was positive</li> <li>Monday night, the school board adopted job descriptions for Long Range Planning Committee Members.</li> </ul> <p><b>12.16.2020</b></p> <ul style="list-style-type: none"> <li>No updates at this time. Next meeting scheduled for January.</li> </ul> <p><b>1.20.2021:</b></p> <ul style="list-style-type: none"> <li>This meeting is taking place virtually tonight; we will have more updates next month.</li> </ul> <p><b>2.17.2021:</b></p> <ul style="list-style-type: none"> <li>No update at this time, the last meeting addressed bond oversight rather than safety concerns.</li> </ul> <p><b>3.17.2021:</b></p> <ul style="list-style-type: none"> <li>No update until meeting in April</li> </ul> |  |                       |
| 20.1-11 | <p><b>Before and After School Childcare</b></p> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>Dr. David Pryor, Pat, and Cindy met with Club K and Campfire about fall building use in coordination with schools.</li> </ul> <p><b>8.19.2020:</b></p> <ul style="list-style-type: none"> <li>Campfire Columbia will have an Essential Workers Emergency Childcare service operating out of Willamette Primary effective August 31<sup>st</sup>. This will host about (30) children. The childcare program is not to instruct students as teachers, but instead similar to parent/sibling support (logging into CDL program, assisting with supplies for projects, etc.)</li> </ul> <p><b>9.16.2020:</b></p> <ul style="list-style-type: none"> <li>Programs at both Boones Ferry and Willamette are underway. Both programs canceled last Thursday, Friday, and Monday due to air quality. They are both back in buildings today and appreciated the district partnership/communication through the unpredictable conditions.</li> </ul> <p><b>10.21.2020:</b></p> <ul style="list-style-type: none"> <li>Dr. David Pryor, Pat and Cindy will be meeting with childcare providers.</li> </ul> <p><b>11.18.2020:</b></p> <ul style="list-style-type: none"> <li>Cindy has been working with principals and childcare regarding spaces to be used once hybrid learning begins. Because of building safe cohorts and amount of school spaces available, childcare will only be available to students on their school days in the building. Meaning that if a student is in group A then they could have after school childcare on Mondays and Wednesdays after class adjourns in the building, but there would be no care at all for them on Tuesdays and Thursdays. Fridays will alternate.</li> </ul>  | <p><i>Cindy Lindsley<br/>Dr. David Pryor</i></p> | <p><i>Ongoing</i></p> |

|        |   |                              |  |
|--------|---|------------------------------|--|
|        | <ul style="list-style-type: none"> <li>Recent positive case from one of the parents of the children who attends care; district is working with childcare program to ensure all are informed.</li> </ul> <p><b>12.16.2020</b></p> <ul style="list-style-type: none"> <li>Seeking clarification regarding LII and childcare programming.</li> </ul> <p><b>1.20.2021</b></p> <ul style="list-style-type: none"> <li>Cindy, Pat, and Dr. Pryor had a meeting via zoom on January 15<sup>th</sup> to discuss reopening school and how this would impact childcare. Both Club K and Campfire have capacity and staff that would allow for up to 20 children per cohort. Thus, they would have an A and B day. Childcare would only be provided to children who are in school that day and transition to only after school care. There will no longer be care for essential care workers as it would disrupt the cohorts. There will also be no care during in service days or breaks as it too, would also disrupt the created cohorts since in the past this has condensed all programming into one location.</li> </ul> <p><b>2.17.2021:</b></p> <ul style="list-style-type: none"> <li>After school childcare will begin on March 1<sup>st</sup> and be broken into a cohort of no more than (20) children per hybrid instruction day (A&amp;B). Childcare has made arrangements with each principal for their spaces; Trillium Creek and Willamette's spaces will be used during the day for staff lunch and thus need to be sanitized before childcare use in the afternoon Monday – Thursday.</li> </ul> <p><b>3.17.2021:</b></p> <ul style="list-style-type: none"> <li>Childcare is in all schools except Boeckman, Boones Ferry, and Bolton. This may change after spring break due to enrollment. Cindy to checkin with them regarding social distancing protocols.</li> </ul>  |                              |  |
| 20.1-4 | <p><b>Safety, Security, and Technology Upgrades</b></p> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>Projects are underway at five schools to reconstruct entries (including shelter lock systems for classrooms) and expected to be complete late August (before school year).</li> <li>There will be some items that will be completed after school such as re-keying.</li> <li>Jeremy Nichols will be re-numbering all rooms district wide.</li> </ul> <p><b>8.19.2020:</b></p> <ul style="list-style-type: none"> <li>Delay in school means that secured entries will have more time for completion.</li> </ul> <p><b>9.16.2020:</b></p> <ul style="list-style-type: none"> <li>We are currently in the process of completing five schools with new secure entries similar to Meridian Creek, Sunset, Boeckman Creek that pushes people through the front office. Will be complete before students have the opportunity to return.</li> <li>We have made substantial purchases for students; we have supplied hot spots, worked with cable providers, etc.</li> <li>All sites have been surveyed by Jeremy and Adam (bond) and are coming up with consistent numbering edits to make building numbers uniform. Matching ADA compliant labels on every room.</li> </ul> <p><b>10.21.2020:</b></p> <ul style="list-style-type: none"> <li>Surveying continues to progress. Should be complete by next safety meeting. Stafford will be the first school to be completed with signage. The second school in line is Rosemont Ridge.</li> </ul> <p><b>11.18.2020:</b></p> <ul style="list-style-type: none"> <li>Proofs need to be reordered for Stafford as there were some errors. Work in progress.</li> </ul> <p><b>12.16.2020:</b></p> <ul style="list-style-type: none"> <li>Stafford's re-numbering order is in and should be delivered soon. Rosemont is on the list next.</li> <li>Secure entry projects at Cedaroak Park, Stafford, Rosemont Ridge, Lowrie, and Boones Ferry are nearing completion; punchlist items getting worked on.</li> </ul> | Pat McGough<br>Jeff Chambers |  |

|        |   |              |  |
|--------|---|--------------|--|
|        | <p><b>1.20.2021:</b></p> <ul style="list-style-type: none"> <li>Still closing out the five projects that were done this past summer (punchlist items). One of the biggest things is that these projects are nearly complete, but there's been no opportunity to train the staff at the five locations for secure entry – must be in person, zoom would not suffice.</li> </ul> <p><b>2.17.2021:</b></p> <ul style="list-style-type: none"> <li>A few punchlist items are remaining. In some of the new schools we put the shelter system in place and we need to be mindful about how to train staff with the return to hybrid.</li> </ul> <p><b>3.17.2021:</b></p> <ul style="list-style-type: none"> <li>Revisit this in April</li> </ul>   |              |  |
| 20.2-1 | <p><b>Nursing Staff Safety/Health Updates</b></p> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>Continuing with virtual meetings, no new updates to report at this time.</li> </ul> <p><b>8.19.2020:</b></p> <ul style="list-style-type: none"> <li>No update at this time.</li> </ul> <p><b>9.16.2020:</b></p> <ul style="list-style-type: none"> <li>We are continuing to work with community partners to create plans and systems for when students to return to buildings. Discussion of limited learning for some students in the not-so-far future. Determining how to do that safely. Testing and timely responses is the key piece so this. Students may require transportation; First Student would be ready for this.</li> </ul> <p><b>10.21.2020:</b></p> <ul style="list-style-type: none"> <li>Nursing staff continues to monitor current situation.</li> </ul> <p><b>11.18.2020:</b></p> <ul style="list-style-type: none"> <li>Working very hard on contact tracing. Doing followups; but finding families are not returning calls when there is a positive case. Supporting LII students and ensuring that staff have what they need to carry out their tasks well. Working to get health assistants in the buildings. They will become ERT members (if they are already not in that role)</li> </ul> <p><b>12.16.2020:</b></p> <ul style="list-style-type: none"> <li>LII is not growing, it's stable with (24) students in the program. It could eventually get up to (75). We are finishing up on OSHA (focusing on special education) training to support students in the building. Continuing to anticipate return to buildings with lots of contact tracing. Karen to provide list of children with school locations to Mark Law and Jeff Chambers.</li> </ul> <p><b>1.20.2021:</b></p> <ul style="list-style-type: none"> <li>Working on hiring staff for primary buildings, focusing on the special care space. Working on process of vaccinations. Supporting Ready Schools, Safe Learners to make sure safety piece is being maintained for both students and staff. Working on trainings with ERT members, teachers. Improving contact tracing. When we return to school, there's some question about onsite testing and the accuracy of this.</li> </ul> <p><b>2.17.2021:</b></p> <ul style="list-style-type: none"> <li>We are continuing to work to return to hybrid and getting supplies in, working close with the DOC. Working on details around documentation and putting notes into Synergy to maintain confidentiality. High school athletics is also impacted by this and working close with nursing staff.</li> <li>Extra care rooms are setup (one for assessment, one for extra care space); each room is a little bit different. Dividers/screens in rooms?</li> </ul> <p><b>3.17.2021:</b></p> <ul style="list-style-type: none"> <li>See 'Return to School' notes</li> </ul> | Karen Pyeatt |  |
| 20-4.3 | <p><b>Personal Protection Equipment (PPE)</b></p> <p><b>7.15.2020:</b></p>  |              |  |

|  |   |  |  |
|--|---|--|--|
|  | <ul style="list-style-type: none"> <li>The district will be furnishing masks and the mask protection depending on the position. Nursing staff will be directing personally with potential cases and will be receiving hospital grade masks, gloves, gowns, etc. Disposable masks will be available onsite for any damaged masks. Gloves will also be available.</li> </ul> <p><b>8.19.2020:</b></p> <ul style="list-style-type: none"> <li>Mark and Jeff have been purchasing masks, gloves, sanitizer – continuing to monitor inventory as able. Gloves are going to be more challenging to get, so we are stocking up as best as able and look at other types of gloves.</li> <li>We have not received our safety shields yet, not as big of an urgent need with school not starting in buildings this week – but still would like to have some on hand.</li> </ul> <p><b>9.16.2020:</b></p> <ul style="list-style-type: none"> <li>We received equipment through FEMA (face masks, face shields, gloves). We also received face shields from our West Linn High School and Wilsonville High School robotics team. Will be available to staff that request them. We will not be purchasing the equipment for the district nurses as we don't know the equipment that would be most helpful. Nursing teams will have conversation.</li> </ul> <p><b>10.21.2020:</b></p> <ul style="list-style-type: none"> <li>We are working with schools and the Nursing Department to get PPE equipment to schools. There are now enough Electrostatic sprayers for all schools.</li> </ul> <p><b>11.18.2020:</b></p> <ul style="list-style-type: none"> <li>We are continuing to deliver all PPE to buildings this week. Drops of hand sanitizer, gloves, plexi-glass shields, face shields, masks. Jeff has talked to all schools – additional orders are dubbed a 'work order'. Schools also have disinfectant, spray bottles, wipes, etc.</li> </ul> <p><b>12.16.2020:</b></p> <ul style="list-style-type: none"> <li>This is an ongoing effort, continuing to supply schools with their needs. Continue to monitor stock. OSHA guidelines states that a face shield does not replace a mask – masks are required by operations team (food handling being one of those).</li> <li>Last week the nursing team grew concerned that if we come back for hybrid, we may not have enough PPE material. District leadership is working on obtaining more gowns, caps, and nursing materials; supply is competitive right now. We are actively looking, all the time. KN95 grade 72,000 in inventory; 3PLY grade back in September was 14,000.</li> </ul> <p><b>1.20.2021:</b></p> <ul style="list-style-type: none"> <li>We did receive more supplies last week – we have a lot more masks from ESD and more gloves (mostly vinyl).</li> </ul> <p><b>2.17.2021:</b></p> <ul style="list-style-type: none"> <li>We were able to dropoff supplies to each building and took a new inventory on what is remaining right now. We are 'well stocked'. We did distribute KN95 masks in every building, the building engineers took these to either the extra care rooms or in the health room. The three ply masks are really well stocked and have no concerns about running out. We believe we have enough materials to make it through the end of the school year. We also have face shields if folks would like these as well. There's also a number of cloth masks for each building (adult and child size).</li> <li>Vinyl and nitrile disposable gloves will be supplied to each classroom. We are determining the best way to keep keyboards clean (gloves vs wipes vs washing hands).</li> </ul> <p><b>3.17.2021:</b></p> <ul style="list-style-type: none"> <li>Everyone seems comfortable with the level of PPE that the district has been able to provide.</li> </ul> |  |  |
|--|---|--|--|

|         |   |  |  |
|---------|---|--|--|
|         | <ul style="list-style-type: none"> <li>Where should the PPE be? There's lots, the locations of where to put things is still being determined at each school. This might just take a bit of time in each building to find the best need.</li> </ul>  |  |  |
| 20-11.1 | <p><b>Returning to School(s)</b></p> <p><b>11.18.2020:</b></p> <ul style="list-style-type: none"> <li>We have 149 classrooms to be setup K-5 across all primary schools. As of last week, 81 were completely setup, many others are close. Working out furnishing storage.</li> </ul> <p><b>12.16.2020:</b></p> <ul style="list-style-type: none"> <li>Last week the DSLT met at Boones Ferry with Board Chair to walk the school site for flow of space, looked at extra care room, etc. Across the district we are about 95% ready for classroom setup. Were able to look at signage and review we may need more signage in different areas. Signage is being distributed this week with more communication to building engineers.</li> <li>Yesterday we received the last of our new protexus sprayers. Working on getting these to the primary school locations (to the engineers). After the new year, Mark and Jeff will go over usage and dosages for proper disinfecting.</li> </ul> <p><b>1.20.2021:</b></p> <ul style="list-style-type: none"> <li>We are still working with principals on their building flow. Tables at some middle schools don't allow for 6' distancing, so we are shifting furnishings between buildings to accommodate. We are very close!</li> <li>There are two schools (Bolton and Willamette) that we were not able to install MERV-13, we purchased HEPPA filters, which are actually even better. They will be installed into every classroom that has a unit ventilator. Operate very similar to a portable air conditioner. Total of (32) rooms that have a units.</li> <li>All building engineers have had proper training on protexus sprayers and also have the pure tabs for usage.</li> <li>We are close to all three levels being ready for buildings to open for instruction. Kindergarten is anticipated to start on February 8<sup>th</sup> with grades 1-5 being added in the following weeks. Secondary level will be under evaluation later.</li> <li>Working on contact tracing internally for classrooms – since many classrooms will have an exterior entrance. The front office has a desktop, but investigating the solution for each space.</li> </ul> <p><b>2.17.2021:</b></p> <ul style="list-style-type: none"> <li>At the early February board meeting, the Board postponed the first day of Kindergarten to start on February 22<sup>nd</sup>. Due to inclement weather which has caused power to be lost through the district, the first day of Kindergarten was postponed again to February 24<sup>th</sup>.</li> <li>On March 3<sup>rd</sup>, the District Safety Committee will have an interim meeting to assess the return to school so far.</li> </ul> <p><b>3.17.2021:</b></p> <ul style="list-style-type: none"> <li>WE ARE BACK!</li> <li>For contact tracing – some schools received notification that they must checkin at the beginning of the day; others were told that they could track at the end of the day. This must be done immediately upon entering a room to ensure the time stamp is accurate.</li> <li>Learning pods/cohorts have been a challenge because they have been socializing differently outside of the buildings. It's a learning curve.</li> <li>ODE came out with an update to Ready Schools, Safe Learners (RSSL) that changed the cohorting limitations, there is no longer a cap of cohorts where they would interact with 100 people. This means students can be in multiple cohorts per day (very relevant to the high schools with passing times).</li> <li>Fields have been opening up for both high school and youth. Pat McGough has personally checked in to ensure that they are abiding by the policies that they wrote. They are doing well, there will be much more activities happening after school as a result. The next</li> </ul> |  |  |

|  |   |  |  |
|--|---|--|--|
|  | <p>portion of this is spectators. The limit today is currently (150) people per 'cohort' on a site. For a sport such as football – participants, coaches, officials are one 'cohort'. Spectators in the stands are another cohort which is their own group of (150).</p> <ul style="list-style-type: none"> <li>• Lots of empty buses being ran, but we have a responsibility to ensure a bus is available to every eligible student.</li> <li>• For now the district is not making changes [right now] due to SSRL updates. DSLT will discuss today.</li> <li>• Schools to help get the word out about meals being free. There's a wonder if families/students don't realize that it's free through the end of the year.</li> <li>• All primary schools have completed their required fire drill for each cohort. Secondary levels are starting today. We are still going through the motions of the drills, but telling students that should there be a real life emergency, social distancing protocols wouldn't be a priority – their immediate safety would be.</li> </ul> |  |  |
|--|---|--|--|

#### **NEW SAFETY COMMITTEE ISSUES/DISCUSSION:**

- 1.
- 2.

**NEXT VIRTUAL MEETING: April 21, 2021 – Zoom, 7:00 AM**

*Minutes were prepared by Cindy Lindsley. 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.* [lindslec@wlwv.k12.or.us](mailto:lindslec@wlwv.k12.or.us)