



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

**District Safety Committee Minutes**  
**Wednesday, March 20, 2024; 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	
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	
Allyson Pierce	OSEA Representative		X
Karen Pyeatt	District Nurse	X	
Mindy Schmitz	Community Services Coordinator	X	
Kayla Kniola	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>
<b>Safety, Security, and Technology Upgrades</b> <b>6.21.2023</b> <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> <b>7.19.2023</b>	<i>Pat McGough</i> <i>Jeff Chambers</i>	<i>Ongoing</i>

<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>Operations and IT are still meeting weekly. Isaac Force will start leading these meetings. Maintenance staff are continuing the installation of monitors at the Administration building as well as testing of the alarm systems.</li> </ul> <p><b>1.24.2024</b></p> <ul style="list-style-type: none"> <li>We're making preparations for the key scan system to be installed at WLHS this summer.</li> </ul> <p><b>2.21.2024</b></p> <ul style="list-style-type: none"> <li>This is the last key scan system to be installed and parts have been ordered for installation at WLHS. The resolution has been passed and approved by the Board.</li> </ul> <p><b>3.20.2024</b></p> <ul style="list-style-type: none"> <li>The speakers for the secure entry call boxes are not working well. The solution will be new call boxes installed for better communication. With the new call boxes there will be a button to push and the person outside will be able to communicate easily to office staff inside the building.</li> <li>New key boxes will be installed at each school site. This will be for staff to check out a key to access exterior doors. At the end of the day the process will be to return the checked-out key to the key box. This system has been in use at the District Operations Center (DOC) and has worked well for maintenance staff. Jeff will work with SRO's to get law enforcement a code to be able to access keys from key boxes.</li> </ul> <p><b>4.17.24</b></p> <ul style="list-style-type: none"> <li></li> </ul>		
<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</li> </ul>	<p><i>Jeremy Nichols</i> <i>Jeff Chambers</i></p>	<p><i>Ongoing</i></p>

<p>on next Friday that will be different from the usual drills they have been running (maybe during passing time).</p> <ul style="list-style-type: none"> <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>Schools did a great job finishing drills for the month of December. Jeremy will connect with new staff members who have questions in regards to drill protocol.</li> <li>Jeremy will also work with schools who need extra training on testing FOBs.</li> </ul> <p><b>1.24.2024</b></p> <ul style="list-style-type: none"> <li>Schools working to get January fire drills completed. We continue to see improvements in drills and are working closely with principals to make any adjustments that might be needed.</li> <li>Zach reported when a fire drill is scheduled right before lunch or at the end of day dismissal there are students who are leaving campus during the drill. This is causing a safety concern at Wilsonville HS. We will look into finding a way to communicate to students the importance around this topic and provide reasons why students should be present during a fire drill. There was a suggestion made to educate by showing a video on this topic on the TV's located throughout the high schools.</li> </ul> <p><b>2.21.2024</b></p> <ul style="list-style-type: none"> <li>Pat will engage with the Director of Communications on building a video around the importance of being present for drills and find a way to communicate this message to high school students.</li> <li>The Operations team continues to go to lockdown drills and holds debriefings afterwards. The team is continually reviewing systems involved in drills.</li> </ul> <p><b>3.20.2024</b></p> <ul style="list-style-type: none"> <li>We continue to make improvements for drills. There is still an ongoing concern of staff and students that can't hear intercom messages clearly during drills. We're working on a solution with the IT department to set up audio files to the intercom to repeat the message while also having an option for the principal or admin. assistant to make an announcement, if needed.</li> <li>During a recent lockdown drill at a primary school it was reported that childcare staff members didn't participate in the drill. What is protocol for childcare group inside the buildings during a lockdown drill? Mindy has reached out to childcare providers to make sure they are aware of Standard Response Protocols.</li> </ul> <p><b>4.17.2024</b></p> <ul style="list-style-type: none"> <li></li> </ul>		
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<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><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>• Radon tests are complete at Athey Creek and Riverside HS and the results came back below the action threshold.</li> <li>• Testing at WHS is scheduled for January 8<sup>th</sup>. Results will be available for the next Safety Meeting.</li> </ul> <p><b>1.24.2024</b></p> <ul style="list-style-type: none"> <li>• Wilsonville HS testing is complete and results came back under the threshold. There were questions about the canisters placed throughout the school and because of this, we will be more transparent in communication with schools before testing occurs.</li> <li>• Lead and water are next in the process of environmental testing.</li> </ul> <p><b>2.21.2024</b></p> <ul style="list-style-type: none"> <li>• The environmental technician is working on finishing labels for the upcoming lead and water testing. The state has changed the formatting guidelines.</li> <li>• Radon testing at Lowrie was complete in December and the continuous radon monitors in place are reporting numbers under the threshold.</li> </ul> <p><b>3.20.2024</b></p> <ul style="list-style-type: none"> <li>• Lead and water testing will start in April.</li> </ul> <p><b>4.17.2024</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><i>Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>
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<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>The Safety Committee reviewed the process for employee incident reports.</li> </ul> <p><b>1.24.2024</b></p> <ul style="list-style-type: none"> <li>There were two certified and 6 classified incidents reviewed. The root cause was identified and recommendations were made for each incident.</li> </ul> <p><b>2.21.2024</b></p> <ul style="list-style-type: none"> <li>We continue to see the outdated form being used to report incidents. HR will again send out the new form to schools and communicate where it's found on the WLWV website. There were six incident reports reviewed and three of those were for slips or falls. Part of the quarterly safety inspections is to make sure there are mats placed at each door of the buildings. Our custodial team has the supplies needed to quickly mop of spills that have happened inside.</li> </ul> <p><b>3.20.2024</b></p> <ul style="list-style-type: none"> <li>Five incident reports were reviewed. We determined the root cause and action taken for each incident. Continually checking that each work space is safe and fixing any broken equipment promptly was discussed by the committee as a resolution.</li> </ul> <p><b>4.17.2024</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<p><i>Shyla Waldern Pat McGough</i></p>	<p><i>Ongoing</i></p>
<p><b>Cleaning Sprays in Buildings</b></p> <p><b>12.20.2023</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>1.24.2024</b></p> <ul style="list-style-type: none"> <li>Building engineers have been trained and will walk through proper use of cleaning supplies if needed. Jeff will communicate to principals about staff using district issued cleaning supplies.</li> </ul> <p><b>2.21.2024</b></p> <ul style="list-style-type: none"> <li>Enrique is in communication with building engineers to make sure each site has the cleaning supplies they need.</li> </ul> <p><b>3.20.2024</b></p> <ul style="list-style-type: none"> <li>Jeff reported he received positive feedback from principals after sending an email reminder regarding cleaning sprays. Principals will communicate message to staff members.</li> <li>Custodial staff will continue to clean baseboards and floors with approved cleaning supplies and will be looking to make sure food is cleaned up to prevent ants from coming into buildings.</li> </ul>	<p><i>Jeff Chambers Enrique Guillen</i></p>	<p><i>Ongoing</i></p>
<p><b>Scents and Fragrances in Schools</b></p> <p><b>12.20.2023</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>1.24.2024</b></p>	<p><i>Jeff Chambers</i></p>	

<ul style="list-style-type: none"> <li>Jeff will send a reminder email to principals about this topic.</li> </ul> <b>2.21.2024</b> <ul style="list-style-type: none"> <li>Jeff will follow up on his reminder email.</li> </ul> <b>3.20.2024</b> <ul style="list-style-type: none"> <li>Jeff reported he received positive feedback from principals after sending an email reminder regarding scents and fragrances used in schools. This topic will be communicated to staff on a regular basis in schools, so that the message is understood.</li> </ul>		
<b>Safe and Welcoming Schools</b> <b>1.24.2024</b> <ul style="list-style-type: none"> <li>With the update of the Long Range Facilities Plan, one of the priorities is Safe and Welcoming Schools. The District Safety Committee will be the primary Focus group to provide input for a Task Force. Focus groups gather information to present to the Task Force and will make recommendations to the Long Range Planning Committee. The Safe and Welcoming Schools Task Force will need one member of the District Safety Committee to be a part of their Task Force. There is a Focus Group meeting scheduled for Feb. 7<sup>th</sup>.</li> </ul> <b>2.21.2024</b> <ul style="list-style-type: none"> <li>Leon Mongeau was selected as the Safety Committee member to participate in the Focus group. There is a Task Force meeting on March 13<sup>th</sup> and the SROs will also be a part of this team. After meeting, the group will make a recommendation to the Long Range Planning Committee.</li> </ul> <b>3.20.2024</b> <ul style="list-style-type: none"> <li>The Task Force meeting took place on March 13<sup>th</sup>. Feedback was well represented. The final report is being formulated and the team will make a recommendation to the LRPC.</li> </ul> <b>4.17.2024</b> <ul style="list-style-type: none"> <li></li> </ul>	<i>Pat McGough</i>	
<b>School Safety Concerns</b> <b>1.24.24</b> <ul style="list-style-type: none"> <li>Social media threat made against two middle schools in the district. Staff is concerned and students feel unsafe at school. How does the district deal with these concerns? This topic will be discussed at DSLT.</li> </ul> <b>2.21.2024</b> <ul style="list-style-type: none"> <li>The DSLT is using this topic for table top exercises in Leadership meetings and PTA Focus groups in an effort to practice and how to respond to this type of situation. The District does its best to communicate factual information in a timely manner.</li> <li>There have been two instances of an unidentified person walking through the Tripp parking lot at West Linn High School. This was reported to Officer Johnson and the School Safety and Engagement Specialist, but no one was found. Allyson asked if there are cameras in this parking lot. The Tripp lot does not have cameras. The DSLT will discuss this topic at their next meeting.</li> </ul> <b>3.20.2024</b> <ul style="list-style-type: none"> <li>The Tripp lot concern will be on the agenda for the next DSLT meeting.</li> <li>During the ice storm a tree fell in the forested area of Trillium Creek Primary School. What can be done to keep this a safe educational space for learning? The tress in the forest area of Trillium Creek were accessed and are as safe as can be. Discretion is advised when allowing students to access this area during recess on windy days. The area is currently closed, but the soil will also continue to dry out.</li> <li>Arborists are seeing an increase in concern for trees due to environmental changes. Close attention is being brought to any changes found in trees across the district.</li> </ul>	<i>Pat McGough Jeremy Nichols Steve Matthias</i>	

4.17.2024 •		
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**NEW SAFETY COMMITTEE ISSUES/DISCUSSION:**

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

*Minutes were prepared by Mindy Schmitz ([schmitzm@wlwv.k12.or.us](mailto:schmitzm@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.*