



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

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**District Safety Committee Agenda**  
**Wednesday, April 16, 2025; 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		
Enrique Guillen	Custodial Supervisor		
Officer Jabral Johnson	West Linn HS, SRO		
Officer Zach Keirse	Wilsonville HS, SRO		
Pat McGough	Chief Operating Officer		
Steve Matthias	Maintenance Supervisor		
Leon Mongeau	OSEA Representative		
Jeremy Nichols	Safety & Transportation Supervisor		
Tressa Aplanalp	Environmental Technician		
Karen Pyeatt	District Nurse		
Mindy Schmitz	Community Services Coordinator		
Kayla Kniola	WWEA Representative		
Shyla Waldern	Director of Human Resources		
Andrew Kilstrom	Director of Communications		

**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><b>Safety, Security, and Technology Upgrades</b></p> <p><b>7.17.2024</b></p> <ul style="list-style-type: none"> <li>Security upgrades are in progress at WLHS and have not yet begun at TCPS.</li> <li>A fencing company has been selected and the project at Boones Ferry will start once materials are delivered.</li> </ul> <p><b>9.18.2024</b></p> <ul style="list-style-type: none"> <li>Security upgrades are complete and the door locking system has been installed at WLHS. New keys have been made for Trillium Creek.</li> <li>The fencing project at Boones Ferry continues to progress and is approximately 50% complete.</li> <li>Call boxes have been installed at 13 schools. Visitors can now push a button and speak clearly to the office staff. The call boxes will be in sync with the phone systems.</li> </ul> <p><b>10.16.2024</b></p> <ul style="list-style-type: none"> <li>The call and key box installation are complete at all schools with the exception of WLHS.</li> <li>The fencing project at Boones Ferry is now 90% complete. Installing the service gates are the final piece to finish the door keys project. We're waiting on access and locking mechanism to arrive Once completed, gates will be rekeyed to match the exterior door keys. The security fencing was installed to keep people out and there was an exception made by TVF&amp;R to keep the gates locked from the inside during recess. This decision was made to keep students from opening the gate and running away from the building. Protocol is to unlock gates when recess is over. During drills staff and students should be able to get out at all times. Exterior door keys may be checked out during the school day. This topic and procedure will be reviewed by the DLST.</li> </ul> <p><b>11.20.2024</b></p> <ul style="list-style-type: none"> <li>The fencing installation at Boones Ferry is completed and proper protocols for daily procedures have been established.</li> <li>Funding has been set aside to start the process of the fencing project at Sunset Primary School. Bids for this project are due on Friday, November 22, 2024.</li> </ul> <p><b>12.18.2024</b></p> <ul style="list-style-type: none"> <li>Similar to the fencing project at Boones Ferry, there will be fencing installed around the perimeter of Sunset Primary School. The District has hired the same contractor and this project will begin once materials are received.</li> </ul> <p><b>1.15.2025</b></p> <ul style="list-style-type: none"> <li>The fencing project at Sunset is underway and is expected to be completed within the next few weeks. The new fence will be open after the school day ends. Other District sites that need fencing will be identified in a future bond.</li> </ul> <p><b>2.19.2025</b></p> <ul style="list-style-type: none"> <li>The fencing project at Sunset is almost complete. There are two gates that have not been delivered yet.</li> <li>In the front entry at Wilsonville High School switches have been moved. The placement of one of the cameras has also been changed for better viewing from the office. The district is continually looking at ways to make improvements with minimal costs.</li> </ul> <p><b>3.19.2025</b></p> <ul style="list-style-type: none"> <li>The Sunset fence project has yet to be completed due to the unexpected arrival of gates needed for the completion.</li> <li>Repairs have been made to the fencing and gates at Boones Ferry.</li> <li>There are four doors at WLHS that will be programmed to only be open during passing periods. Switches have been installed as well as cameras and call boxes. The front office will have access to open these doors if needed during other hours</li> </ul>	<p><i>Pat McGough Jeff Chambers &amp; Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>

<p>of the school day. This procedure was implemented after an incident with an unwanted visitor.</p> <p><b>4.16.2025</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>		
<p><b>Drills</b></p> <p><b>7.17.2024</b></p> <ul style="list-style-type: none"> <li>• Nothing to report at this time.</li> </ul> <p><b>9.18.2024</b></p> <ul style="list-style-type: none"> <li>• Per <b>Oregon Revised Statutes 336.071</b> and <b>Oregon Fire Code 403.4.1</b>, the first emergency evacuation drill must be performed within the first <b>10</b> days of school and all of the schools in the district have completed this task. An earthquake drill has been completed at two schools so far.</li> <li>• DSLT met and decided to increase the effectiveness of drills by instructing schools to communicate '<b>emergency drill</b>' instead of labeling what kind of drill will be practiced on any one occasion. The intent will be to inform, but raise the level of effectiveness for all drills moving forward. We have also implemented a new announcement to be played over the intercom system for the purpose of everyone knowing what to expect. Overall, practicing what to do in an emergency would likely lessen anxiety among students. Jeremy completed a memo for this change and met with principals this summer to go over the new protocol and answer questions.</li> <li>• Another concern brought forward was to notify the nursing team in advance of a drill. This practice could be a helpful and a necessary step when attending to the needs of a student. Nurses should be in communication with principals on times of drills.</li> </ul> <p><b>10.16.2024</b></p> <ul style="list-style-type: none"> <li>• The <b>Great American ShakeOut 2024</b> is on October 17<sup>th</sup>. School participants will conduct an earthquake drill and Oregon now has the most schools in the country registered. WLWVSD has 9 schools scheduled to perform an earthquake drill on 10/17/24. For an earthquake drill the emergency button will activate the alert and the building should be evacuated.</li> <li>• There is a board policy around drills that will be reviewed.</li> </ul> <p><b>11.20.2024</b></p> <ul style="list-style-type: none"> <li>• With changes made over the past few years, we have seen vast improvements in lockdown drills. At a recent drill staff at Trillium Creek were not informed prior to the drill taking place. They reacted in a positive way and knew what to do. The team did a fantastic job performing the lockdown drill.</li> </ul> <p><b>12.18.2024</b></p> <ul style="list-style-type: none"> <li>• Wilsonville High School performed a lockdown drill on 12/10/24 and the administration team invited additional law enforcement officers and district personnel. Once the drill was initiated police and Operations staff went room to room checking in with each classroom to see if having the curtains closed was effective. Feedback was given and having extra police officers present was good in a drill sense, but they didn't know the layout of the building and found it difficult to navigate throughout the building with doors locked. Exterior key boxes would be helpful for law enforcement to access before moving into a building.</li> <li>• Creating ERT mock drills could also be an effective training guide for emergency situations and was discussed by the committee.</li> </ul> <p><b>1.15.2025</b></p> <ul style="list-style-type: none"> <li>• Nothing to report at this time.</li> </ul> <p><b>2.19.2025</b></p> <ul style="list-style-type: none"> <li>• Nothing to report at this time.</li> </ul> <p><b>3.19.2025</b></p> <ul style="list-style-type: none"> <li>• The changes made at the beginning of the school year to the announcements of drills has shown to be very effective when conducting lockdown drills.</li> <li>• There has been a concern brought forward. During fire drills at WLHS the volume of the fire alarm horn in one classroom has been reported to be too loud. An investigation was done 5 1/2 years ago and was remedied. Maintenance is looking further into this and will try to find a solution.</li> </ul>	<p><i>Jeremy Nichols Jeff Chambers</i></p>	<p><i>Ongoing</i></p>

4.16.2025 •		
<b>Environmental Testing</b> <b>7.17.2024</b> <ul style="list-style-type: none"> <li>Repairs are complete at Wood. Parts for fixtures are on order and maintenance will be working on repairs at Wilsonville HS.</li> </ul> <b>9.18.2024</b> <ul style="list-style-type: none"> <li>Parts received and repairs are completed at Wilsonville HS. All fixtures are fully functioning at Wood and Wilsonville HS. Testing numbers are under the action unit that was previously high.</li> </ul> <b>10.16.2024</b> <ul style="list-style-type: none"> <li>The state has announced the continuation of reimbursement to public schools for lead in water testing. Under the Healthy and Safe Schools (HASS) program school districts are required to test required fixtures for elevated levels of lead every 6 years.</li> </ul> <b>11.20.2024</b> <ul style="list-style-type: none"> <li>Lead and water testing will begin at six building sites this year. Three school sites, the District Office and the District Operations Center. Testing will also be done at Three Rivers Charter School. Maintenance staff are working on labeling fixtures to prepare for testing soon.</li> <li>Radon instruments will be taken back out to Lowrie Primary School for radon mitigation monitoring.</li> </ul> <b>12.18.2024</b> <ul style="list-style-type: none"> <li>The radon testing at Lowrie is complete and came back as expected. There is continuous air flow which is needed.</li> <li>Lead testing will start in January at West Linn High School.</li> <li>There is a state required, routine report the maintenance department receives for the well at Stafford Primary School and on Friday, December 13<sup>th</sup> the report received showed a positive result for total coliform with the interior coming back negative. This report came through at dismissal and proper action was taken. Out of an abundance of caution, the water was shut off. The well was shocked, left alone and flushed on Monday, December 16<sup>th</sup>. A new sample was tested and a negative result was confirmed. The county commented on the district doing a great job.</li> </ul> <b>1.15.2025</b> <ul style="list-style-type: none"> <li>The state is continually updating requirements for water testing and the environmental technician for the District has been relabeling containers for the next round of lead in water testing. WLHS will be tested within the next few days and the results are expected to be available before the next Safety meeting on February 19<sup>th</sup>.</li> </ul> <b>2.19.2025</b> <ul style="list-style-type: none"> <li>At West Linn High School, testing results of five fixtures came back that need to be remedied. These fixtures will be retested. The District Operations Center and the District Office will be the next buildings tested and can be completed in one day. Boones Ferry and Sunset will follow and be the next school sites tested.</li> </ul> <b>3.19.2025</b> <ul style="list-style-type: none"> <li>March has been a busy month for water testing and the district has completed testing at the DOC, DO, BFPS and WLHS. There is one fixture at Boones Ferry that needs to be retested. Water testing will begin this week at Sunset.</li> </ul>	Jeremy Nichols Tressa Aplanalp	Ongoing
<b>Incident Reports</b> <b>7.17.2024</b> <ul style="list-style-type: none"> <li>Eight incident reports were viewed. In each of these incidents the group determined the best course of action to be taken.</li> </ul> <b>9.18.2024</b> <ul style="list-style-type: none"> <li>Eight incident reports were brought forward and we reviewed best practices for each incident. We continue to hear about staff getting stung by bees. The proper protocol for this is to respond when a nest is found and have the nest sprayed by a licensed maintenance staff member making sure IPM regulations are followed and following up with communication through ParentSquare. Two incidents involved electrical shocks. In both cases the electrical switches or boxes were</li> </ul>	Shyla Waldern Pat McGough	Ongoing

<p>replaced. We also heard of staff slipping on freshly mopped floors. Jeff and Enrique confirmed that <i>Wet Floor</i> signs were out and visible at the sites where slipping took place. Enrique emphasized the importance of making sure signs are present and visible when floors are wet.</p> <p><b>10.16.2024</b></p> <ul style="list-style-type: none"> <li>There were six incident reports discussed today. Of the six, two were a result of a bee sting. Maintenance has remedied the ground bee issue at the sites where this took place. Another issue came up about a tripping hazard near a tire swing. Maintenance will be adding bark chips to the area exposed by rubber mats. There were two reports of tipping or falling and the maintenance crew will check at buildings where this occurred to make sure there are no tripping hazards causing this to happen. One incident took place with a student trying to bite a staff member. This was handled internally by the building principal.</li> </ul> <p><b>11.20.2024</b></p> <ul style="list-style-type: none"> <li>The committee reviewed 11 incident reports and found that some of the incidents were not preventable. Maintenance has addressed the needs where an item needed to be fixed to prevent further injury. The custodial supervisor will be checking in with building engineers to make sure floors are kept clean of spills to prevent slipping.</li> </ul> <p><b>12.18.2024</b></p> <ul style="list-style-type: none"> <li>Six incident reports were reviewed and there is an abundance of injuries occurring each month not related to a defect of a school. The best action moving forward would be to find out if employees have access to stretching or ergonomic training. The Certified and Classified Union representatives will talk with Human Resources to see if there are insurance grants or rebates available for this resource to be offered to staff members.</li> </ul> <p><b>1.15.2025</b></p> <ul style="list-style-type: none"> <li>The committee reviewed two incident reports and found that in both cases no action was needed to be taken. They recommended that staff should be aware of conditions around themselves.</li> </ul> <p><b>2.19.2025</b></p> <ul style="list-style-type: none"> <li>Of the six incidents reviewed during the meeting, three involved actions that can be taken to prevent further happenings. The others reported incidents that were accidental.</li> </ul> <p><b>3.19.2025</b></p> <ul style="list-style-type: none"> <li>There were eight incident reports reviewed. Six were found to be accidental with no action needed from the district. Safety glasses with gaskets have been ordered for the maintenance crew to use. The remaining two were items involving stairs and a parking lot. Maintenance will check these areas for any safety concerns.</li> </ul> <p><b>4.16.2025</b></p> <ul style="list-style-type: none"> <li></li> </ul>		
<p><b>Safe and Welcoming Schools</b></p> <p><b>7.17.2024</b></p> <ul style="list-style-type: none"> <li>Task Force meetings are complete and recommendations will be finalized in the next few weeks and forwarded to the Committee. LRPC meeting tonight at the District office.</li> </ul> <p><b>9.18.2024</b></p> <ul style="list-style-type: none"> <li>The Long Range Planning Committee will meet tonight.</li> </ul> <p><b>10.16.2024</b></p> <ul style="list-style-type: none"> <li>The Long-Range Planning Committee (LRPC) will meet again tonight at the District office. Information will be presented by all 7 Task Forces. Estimates of total cost of districtwide projects will be completed. The Board is the final decision maker to move forward with a future bond and will determine the timing of a future vote in May or November 2025. This will be presented at a future Board meeting.</li> </ul> <p><b>11.20.2024</b></p> <ul style="list-style-type: none"> <li>There is a Long-Range Planning Meeting tonight and the committee will be receiving a copy of the draft update to the Long-Range Plan, Part 1. The plan includes extensive projects dedicated to Safe and Welcoming Schools. The projects are identified in a future Bond.</li> </ul> <p><b>12.18.2024</b></p>	<p><i>Pat McGough</i></p>	<p><i>Ongoing</i></p>

<ul style="list-style-type: none"> <li>The meeting for the LRPC will take place tonight at 6pm and the Small Schools Task Force will be presenting their findings.</li> <li>Part one of the Capital Improvement Plan has been presented to the Board and Part two will be presented at a future board meeting.</li> </ul> <p><b>1.15.2025</b></p> <ul style="list-style-type: none"> <li>The LRPC will meet tonight for another meeting to review a list of projects for a potential bond. The committee will then make a recommendation of the Capital Improvement Plan to the School Board in order to build a Bond Summit this Spring.</li> </ul> <p><b>2.19.2025</b></p> <ul style="list-style-type: none"> <li>A LRPC meeting will take place tonight. This is a public meeting and the committee will review the proposed project lists and is expected to make the final recommendations of the Long-Range Plan. The Bond Summit is scheduled for March 15, 2025 and 250 + will be invited to attend.</li> </ul> <p><b>3.19.2025</b></p> <ul style="list-style-type: none"> <li>Bond Summit was held on March 15, 2025 and was well received by staff and community members. Safety and Security components are all identified in Category A and will move forward in a Bond initiative should the School Board decide to make that decision for a go ahead. Some of the items listed in Category A are access control, larger vestibules at the bigger high schools and fencing added to all primary sites.</li> </ul> <p><b>4.16.2025</b></p> <ul style="list-style-type: none"> <li></li> </ul>		
<p><b>School Safety Concerns</b></p> <p><b>7.17.2024</b></p> <ul style="list-style-type: none"> <li>Camera work will be an ongoing summer project.</li> <li>The Maintenance department continues to monitor tree health and will perform clean up on trees where needed.</li> </ul> <p><b>9.18.2024</b></p> <ul style="list-style-type: none"> <li>The Operations Department is now responsible for cameras and looking at best practices, we'll continue to be in communication with principals on this topic. In addition, there is a new AR to Board policy ECAC-Video Monitoring.</li> <li>The grounds crew has been working throughout the district trimming trees and taking down dead tree branches. This is a necessary step to create better lighting in spots where trees were blocking outdoor lights.</li> <li>Over the summer there was maintenance done on the big oak tree at WHS. This tree damage was possibly from the Mediterranean oak borer (MOB). The tree is trying to be saved and has another application of pesticide. We're in a holding pattern to see if there are any improvements.</li> <li>What is the direction in briefing new office staff on the procedures of the door locking FOBS and what if one is accidentally taken off campus? We'll continue to monitor the best way to communicate FOB procedures to new office staff.</li> </ul> <p><b>10.16.2024</b></p> <ul style="list-style-type: none"> <li>The Maintenance department has made wide improvements trimming tree branches throughout the district. The oak tree at WHS continues to show signs of damage from the Mediterranean oak borer.</li> <li>There is a concern for students climbing trees at recess. This topic will be discussed at the next DSLT meeting.</li> </ul> <p><b>11.20.2024</b></p> <ul style="list-style-type: none"> <li>The tree climbing topic was discussed at DSLT and brought to the attention of the supervisor at the school where this took place.</li> <li>Maintenance has an ongoing open work order for tree trimming and will continue with tree trimming where needed to help maintain the health of trees throughout the district.</li> <li>There are no updates to the Mediterranean oak borer (MOB) and the tree at WHS.</li> </ul> <p><b>12.18.2024</b></p> <ul style="list-style-type: none"> <li>There are no updates to the condition of the oak tree at WHS as the tree is dormant for the winter,</li> </ul> <p><b>1.15.2025</b></p>	<p><i>Pat McGough, Jeremy Nichols &amp; Steve Matthias</i></p>	<p><i>Ongoing</i></p>

<ul style="list-style-type: none"> <li>As the oak tree at WHS continues to be dormant, the District will communicate with the City of Wilsonville to be ready for next steps to treat the tree in the springtime.</li> <li>The vestibule at the District office is now complete with a call box of programed numbers. Moving forward we also will be installing a camera. Call boxes are complete at all school sites.</li> </ul> <p><b>2.19.2025</b></p> <ul style="list-style-type: none"> <li>A graduate student from Oregon State University has reached out and will be doing some research on the oak tree at WHS. The research conducted will be to gain knowledge and to see if root decay played a part in the damage the MOB caused to the tree. Partnering with the City, OSU and ODA will be an opportunity the district will welcome.</li> </ul> <p><b>3.19.2025</b></p> <ul style="list-style-type: none"> <li>The Operations team met with OSU graduate student along with a fellow classmate of hers. They are excited about the opportunity to research the MOB existence in the oak tree and will work together to communicate their finding or any recommendations to be considered. Early information suggests that wasps might eat the MOB and there may be a connection between root decay and the MOB. Further updates will happen when new findings are brought forward.</li> </ul> <p><b>4.16.2025</b></p> <ul style="list-style-type: none"> <li></li> </ul>		
<p><b>OSHA Complaints</b></p> <p><b>11.20.2024</b></p> <ul style="list-style-type: none"> <li>The District received a complaint from OSHA on roof safety and is in the process of working with OSHA to complete the inspection.</li> </ul> <p><b>12.18.2024</b></p> <ul style="list-style-type: none"> <li>OSHA has requested further information and the inspection process is still ongoing. Fall prevention training videos were provided and viewed by maintenance workers as additional training. The enforcement piece of a resolution comes with OSHA offering support as needed.</li> </ul> <p><b>1.15.2025</b></p> <ul style="list-style-type: none"> <li>Jeff met with the OSHA investigator on 1/7/25 regarding the three violations. They include roof safety, training and ladder safety. Maintenance staff has completed the online trainings. The District is working with the design teams of roofing companies to inspect each roof of a district building to ensure we have proper equipment for fall protection as this is a requirement of OSHA. Anchors or the right attachments will be installed on roofs to be compliant.</li> </ul> <p><b>2.19.2025</b></p> <ul style="list-style-type: none"> <li>The final document has been received from OSHA and an informal appeal has been filed to understand the reasoning behind why OSHA looked at the district as a whole (1200) verses just the Operations Department (under 100). A survey of roofs is still in process.</li> </ul> <p><b>3.19.2025</b></p> <ul style="list-style-type: none"> <li>We're still waiting to hear further details regarding the appeal made to OSHA.</li> </ul> <p><b>4.16.2025</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<p><i>Jeff Chambers Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>
<p><b>Update Bylaws</b></p> <p><b>12.18.2024</b></p> <ul style="list-style-type: none"> <li>One of the District Safety Committee members is not able to fill the obligation as a member of the team and in reviewing the bylaws for replacing a member, it was noted that the bylaws will need to be updated at the next Safety meeting.</li> </ul> <p><b>1.15.2024</b></p> <ul style="list-style-type: none"> <li>The rotating members of the Safety Committee shall be either volunteers or elected by their peers. The Environmental Technician position is a standing member position and also an OSEA Classified Staff, so this position will fill the vacancy on the committee. The bylaws will be updated to reflect changes in the standing members.</li> </ul> <p><b>2.19.2025</b></p> <ul style="list-style-type: none"> <li>The bylaws have been updated and will be sent to each member of the Safety Committee for review.</li> </ul>	<p><i>Pat McGough Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>



<b>3.19.2025</b> <ul style="list-style-type: none"> <li>• The committee agreed to approve the updated Bylaws.</li> <li>• Each school has a School Site Safety Committee comprised of staff members that are part of ERT.</li> </ul> <b>4.16.2025</b> <ul style="list-style-type: none"> <li>•</li> </ul>		
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# **NEW SAFETY COMMITTEE ISSUES/DISCUSSION:**

- 1.
- 2.

**NEXT MEETING: May 21, 2025 – via Zoom at 7:00AM**

*Meeting Minutes were prepared by Mindy Schmitz ([schmitzm@wlwv.k12.or.us](mailto:schmitzm@wlwv.k12.or.us)). Please submit in writing any corrections to the West Linn-Wilsonville District Safety Committee prior to the next meeting date; otherwise the minutes will stand as reported.*