

WEST LINN-WILSONVILLE SCHOOL DISTRICT

DEPARTMENT OF OPERATIONS

2755 SW Borland Rd, Tualatin, OR 97062 503.673.7995

# District Safety Committee Agenda

Wednesday, May 15, 2024; 7:00 AM, WLWVSD via Zoom

## A. ATTENDEES:

Name	Location/Title	Present	Absent
Jeff Chambers	Facilities Manager		
Enrique Guillen	Custodial Supervisor		
Officer Jabral Johnson	West Linn HS, SRO		
Officer Zach Keirsey	Wilsonville HS, SRO		
Pat McGough	Chief Operating Officer		
Steve Matthias	Maintenance Supervisor		
Leon Mongeau	OSEA Representative		
Jeremy Nichols	Safety & Security Supervisor		
Allyson Pierce	OSEA Representative		
Karen Pyeatt	District Nurse		
Mindy Schmitz	Community Services Coordinator		
Kayla Kniola	WWEA Representative		
Shyla Waldern	Director of Human Resources		
Staci Ball	WWEA Representative		

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

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

### C. EXISTING ACTION ITEMS:

Description	Responsible Party	Status (due by)
Safety, Security, and Technology Upgrades		
<ul> <li>6.21.2023</li> <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> </ul>	Pat McGough Jeff Chambers	Ongoing
• Trillium Creek primary will be updated with the shelter lock system. <b>7.19.2023</b>		

٠	Trillium Creek is moving along with their security upgrades.	
0.00.00	Including curtains, new entry and lock system.	
9.20.202		
•	Trillium Creeks new system is functional and working. The system	
10.18.2	has been tested but FOBs have not been issued yet.	
•	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.	
•	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.	
•	District has decided to hire 2 more School Safety & Engagement	
11 00 0	Specialists, one more for each high school.	
11.28.2		
•	Trillium Creek completed their FOB training yesterday, staff are	
•	ready to use their FOBs and the new door hardware system. The 2 new Safety & Engagement Specialists have been hired. Now	
-	West Linn High School and Wilsonville High School both have 2	
	Safety & Engagement Specialists on campus full-time.	
12.20.2		
•	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.	
1.24.202		
•	We're making preparations for the key scan system to be installed at	
2.21.202	WLHS this summer.	
<b>2.21.2</b> 02	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.	
3.20.202		
٠	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.	
•	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.	
4.17.202		
•	Key boxes have been installed at Wilsonville High School and	
	Boones Ferry Primary School. With this new system in place we are getting keys back. The focus will be to start working on primary	
	schools without perimeter fencing. Next on the schedule will be	
	Cedaroak Park, Sunset and Lowrie.	
5.15.202		
•		

Drills 6.21,2023		
• All drills have been complete for the year! All schools met the requirements regarding drills for the year.		
<ul><li>7.19.2023</li><li>No drills during the summer.</li></ul>		
9.20.2023		
<ul> <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>		
10.18.2023		
<ul> <li>Had a secure event at Bolton and West Linn High School which provided great feedback. WLHS will be performing a lockdown drill on next Friday that will be different from the usual drills they have been running (maybe during passing time).</li> <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</li> </ul>		
drills.		
11.28.2023		
<ul> <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>		
12.20.2023	Jeremy Nichols	Ongoing
<ul> <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>	Jeff Chambers	
1.24.2024		
• 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.		
• 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.		
<b>2.21.2024</b>		
<ul> <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>		
3.20.2024		
• We continue to make improvements for drills. There is still an ongoing concern of staff and students not being able to 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		

<ul> <li>the message while also having an option for the principal or admin. assistant to make an anouncement if needed.</li> <li>During a recent lockdown drill at a primary school it was reported that childcare starf members didn't participate in the drill. What is protocol for childcare group inside the buildings during a lockdown drill? Mindy has reacted out to childcare providers to make sure they are aware of Standard Response Protocols.</li> <li>4.17.2024</li> <li>Childcare groups are now aware of the protocols during drills and will be participating if they are in a building during a drill time.</li> <li>The audio files are still going through an update and changes are being made to some of the reminders.</li> <li>5.15.2023</li> <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. Statford, one fixture had to 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> <li>19.20203</li> <li>Radon monitoring at Lowrie is ongoing. All of the changes from the Spring are still in effect. The tosting period is coming up in October. Lowrie's entry building will be tested for radon staring on October gen.</li> <li>Lead testing will be continuing this fall. Jeremy to update as we start testing specific sites.</li> <li>10.18.2023</li> <li>Lowrie has passed their radon testing.</li> <li>Jeremy Nichols</li> <li>Orgoing</li> <li>Orgoing it will be growing radon &amp; keal testing performed in some of or abuildings. Updated will be provided as the tests are completed.</li> <li>There will be upcoming radon &amp; keal testing performed in some of more transform the cancet the during store testing accurs.</li> <li>Lead and water are exist in the process of environmental testing.</li> <li>2.12.2024</li> <li>Wilsoaville HS testing</li></ul>	r			
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Safe and Welcoming Schools		
<ul> <li>Safe and Welcoming Schools</li> <li>1.24.2024</li> <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> <li>2.21.2024</li> <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> <li>3.20.2024</li> <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</li> </ul>	Pat McGough	
<ul> <li>will make a recommendation to the LRPC.</li> <li>4.17.2024</li> <li>The Long Range Planning Committee has a meeting tonight (4/17/24) and will be discussing the Long Range Facilities Plan update. The Bond team has met with all of the primary principals and meetings have been planned to meet with middle and high principals.</li> <li>5.15.2024</li> </ul>		
<ul> <li>School Safety Concerns <ol> <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> </ol> </li> <li>2.21.2024 <ul> <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> </li> <li>3.20.2024 <ul> <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> </li> </ul>	Pat Mcgough Jeremy Nichols Steve Matthias	

• We are seeing an increase in damaged trees across the District. The weather conditions are tough on trees nowadays and District wide we're seeing the effects of damage. Moving forward we'll deal with tree problems as they arise.	
• There are issues with raised concrete around the District. This is due	
to trees becoming too big and the tree wells being smaller than usual.	
Some trees may need to come out for safety reasons. The	
maintenance team will be keeping a close watch on the raised	
concrete around the District.	
• What can be done to improve protocol for medical emergencies in	
buildings? Pat will bring this topic forward to the Student Services	
team.	
5.15.2024	
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### NEW SAFETY COMMITTEE ISSUES/DISCUSSION:

### NEXT MEETING: June 19, 2024 – via Zoom at 7:00AM

*Minutes* were prepared by Mindy Schmitz (<u>schmitzm@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.