



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

**District Safety Committee Agenda**  
**Wednesday, May 17, 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 style="background-color: yellow;"><b>Long Range - Bond Planning</b></p> <p><b>1.18.2023</b></p> <ul style="list-style-type: none"> <li>PTA visits have been completed at all primary schools regarding fencing at the primary school sites. Great feedback regarding fencing.</li> <li>Long range planning meeting tonight.</li> </ul> <p><b>2.15.2023</b></p> <ul style="list-style-type: none"> <li>Met with DSLT about the next steps in the fencing conversation. Thought on a community wide meeting and a meeting with both the</li> </ul> |                   |                 |

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| <p>City of West Linn and the City of Wilsonville. Received positive feedback from all PTA groups at primary schools.</p> <p><b>3.15.2023</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> <p><b>4.19.2023</b></p> <ul style="list-style-type: none"> <li>• Long Range Planning Committee tonight. The district opened bids and the board awarded the contract for the new primary school in Wilsonville.</li> <li>• Wilsonville HS Auditorium is moving along. A little behind schedule but we do have a tentative move in date for May 19<sup>th</sup>.</li> <li>• New Athey Creek Middle School is on schedule!</li> </ul> <p><b>5.17.2023</b></p> <ul style="list-style-type: none"> <li>• Wilsonville PAC is close to completion. District currently doing trainings for the site</li> </ul>  | <p><i>Pat McGough</i></p>   | <p><i>Ongoing</i></p> |
| <p><b>Safety, Security, and Technology Upgrades</b></p> <p><b>1.18.2023</b></p> <ul style="list-style-type: none"> <li>• Some parts for the secure entry system are no longer being manufactured so Operations team is working on a plan for how to proceed.</li> <li>• 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.</li> </ul> <p><b>2.15.2023</b></p> <ul style="list-style-type: none"> <li>• Our shelter lock system is currently working and we have fixed all of the problems with the notification system.</li> <li>• 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.</li> </ul> <p><b>3.15.2023</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Installed vape detectors in bathrooms at high schools. Likely to expand and install more of these in the high school and middle school restrooms.</li> </ul> <p><b>4.19.2023</b></p> <ul style="list-style-type: none"> <li>• The district has made a decision to move forward with Key Scan for our new shelter lock system. While this system will be different the way the staff interacts with the system should be similar.</li> </ul> <p><b>5.17.2023</b></p> <ul style="list-style-type: none"> <li>• Intercoms are continually being tested and modified to make updates regarding feedback received from schools.</li> <li>• District still working with KeyScan to get the updated shelter lock system.</li> </ul> | <p><i>Pat McGough<br/>Jeff Chambers</i></p>                         |                       |
| <p><b>Drills</b></p> <p><b>1.18.2023</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Also have rolled out a ‘softer’ all clear announcement at each school.</li> <li>• 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.</li> </ul>  | <p><i>Caitlin Sullivan<br/>Jeremy Nichols<br/>Jeff Chambers</i></p> | <p><i>Ongoing</i></p> |

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| <p><b>2.15.2023</b></p> <ul style="list-style-type: none"> <li>All schools using the new pre-drill announcements. Drills are going well.</li> <li>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.</li> </ul> <p><b>3.15.2023</b></p> <ul style="list-style-type: none"> <li>Drills have been going well.</li> <li>The District postponed the First Responders in March due to weather – working on rescheduling a date for the meeting.</li> </ul> <p><b>4.19.2023</b></p> <ul style="list-style-type: none"> <li>Drills are going well. It is nice to be able to test our systems while doing drills, it helps school staff &amp; operations staff to ensure our systems are working properly.</li> <li>District is hosting our last First Responders meeting of the year today.</li> <li>Staff that work in the Annex at Stafford would like better communication for the shelter lock system and to be notified when an event occurs. Operations staff looking into ways to help achieve this.</li> </ul> <p><b>5.17.2023</b></p> <ul style="list-style-type: none"> <li>Drills have been going well. We have one more lockdown drill to complete and then our June fire drills.</li> </ul>                        |   |                       |
| <p><b>True North</b></p> <p><b>1.18.2023</b></p> <ul style="list-style-type: none"> <li>True North is in the process of doing school site interviews with principal's/front office staff.</li> <li>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.</li> </ul> <p><b>2.15.2023</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>3.15.2023</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>4.19.2023</b></p> <ul style="list-style-type: none"> <li>True North still on track to provide the district with their report by the end of the month. True North will be participating in our First Responders Meeting this morning to get more information on the topics the district discusses during these meetings.</li> </ul> <p><b>5.17.2023</b></p> <ul style="list-style-type: none"> <li>Still waiting on the report from True North.</li> </ul> | <p><i>Pat McGough</i><br/><i>Jeremy Nichols</i></p> | <p><i>Ongoing</i></p> |
| <p><b>Environmental Testing</b></p> <p><b>1.18.2023</b></p> <ul style="list-style-type: none"> <li>Radon testing at Wood and Lowrie in February. Water testing to occur after the radon testing, 7 schools to have water testing.</li> <li>Maintenance is also putting fence guard at numerous locations – just finished at Cedaroak and are currently working at Boeckman Creek.</li> </ul> <p><b>2.15.2023</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>3.15.2023</b></p> <ul style="list-style-type: none"> <li>Tested Wood for radon and all results came back under threshold in all spaces.</li> <li>Radon testing at Lowrie came back high in one classroom. The history of readings and the levels of which the HVAC was running</li> </ul>   | <p><i>Jeremy Nichols</i></p>                        | <p><i>Ongoing</i></p> |

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| <p>are contributors into the testing results. The District has numerous organizations working to remedy this situation.</p> <p><b>4.19.2023</b></p> <ul style="list-style-type: none"> <li>• Testing the C-porch at Lowrie at different intervals and seeing how the results correlate to the HVAC settings and different time intervals. Continuing to have meetings regarding the radon results and the solutions the district can provide to mediate or minimize the radon levels.</li> <li>• During the summer the district will be making adjustments to the control side as well as fan speeds to achieve the right balance to keep the radon levels low but also still providing heat to the building.</li> </ul> <p><b>5.17.2023</b></p> <ul style="list-style-type: none"> <li>• Continuing the use of the continuous radon monitors at Lourie. Currently testing in the C porch and all results lately have been below the threshold. Will continue to test and will also test during the summer.</li> <li>• Testing lead in water at 6 locations. Have tested at Willamette, Trillium, Bolton, Cedaroak, Stafford and Boeckman. We have received some results back of tests being over the threshold. When we receive those, we remove and replace the fixture that tested above the threshold, after replacing we retest.</li> </ul> |  |  |
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**NEW SAFETY COMMITTEE ISSUES/DISCUSSION:**

**NEXT MEETING: June 21, 2023 – via Zoom at 7:00AM**

*Minutes were prepared by Caitlin Sullivan ([sullivac@wlwv.k12.or.us](mailto: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.*