



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

District Safety Committee Minutes
Wednesday, June 18, 2025; 7:00 AM, WLWVSD via Zoom

A. ATTENDEES:

Name	Location/Title	Present	Absent
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		
Jeremy Nichols	Safety & Transportation Supervisor	X	
Tressa Aplanalp	Environmental Technician	X	
Karen Pyeatt	District Nurse		X
Mindy Schmitz	Community Services Coordinator	X	
Kayla Kniola	WWEA Representative		X
Shyla Waldern	Director of Human Resources		X
Andrew Kilstrom	Director of Communications	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>Safety, Security, and Technology Upgrades</p> <p>7.17.2024</p> <ul style="list-style-type: none"> Security upgrades are in progress at WLHS and have not yet begun at TCPS. A fencing company has been selected and the project at Boones Ferry will start once materials are delivered. <p>9.18.2024</p> <ul style="list-style-type: none"> Security upgrades are complete and the door locking system has been installed at WLHS. New keys have been made for Trillium Creek. The fencing project at Boones Ferry continues to progress and is approximately 50% complete. 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. <p>10.16.2024</p> <ul style="list-style-type: none"> The call and key box installation are complete at all schools with the exception of WLHS. 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&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. <p>11.20.2024</p> <ul style="list-style-type: none"> The fencing installation at Boones Ferry is completed and proper protocols for daily procedures have been established. 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. <p>12.18.2024</p> <ul style="list-style-type: none"> 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. <p>1.15.2025</p> <ul style="list-style-type: none"> 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. <p>2.19.2025</p> <ul style="list-style-type: none"> The fencing project at Sunset is almost complete. There are two gates that have not been delivered yet. 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. <p>3.19.2025</p> <ul style="list-style-type: none"> The Sunset fence project has yet to be completed due to the unexpected arrival of gates needed for the completion. Repairs have been made to the fencing and gates at Boones Ferry. 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 	<p><i>Pat McGough Jeff Chambers & 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>4.16.2025</p> <ul style="list-style-type: none"> The fence at Sunset is completed. The automatic door system at WLHS is completed. There are still doors we need to recore. The district locksmith is working with Dormakaba to get locks installed. <p>5.21.2025</p> <ul style="list-style-type: none"> Pathway at Sunset has not been completed yet. All systems are fully installed and working. Staff are learning the new systems. <p>6.18.2025</p> <ul style="list-style-type: none"> The pathway has been completed at Sunset. 		
<p>Drills</p> <p>7.17.2024</p> <ul style="list-style-type: none"> Nothing to report at this time. <p>9.18.2024</p> <ul style="list-style-type: none"> Per Oregon Revised Statutes 336.071 and Oregon Fire Code 403.4.1, the first emergency evacuation drill must be performed within the first 10 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. DSLTT met and decided to increase the effectiveness of drills by instructing schools to communicate 'emergency drill' 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. 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. <p>10.16.2024</p> <ul style="list-style-type: none"> The Great American ShakeOut 2024 is on October 17th. 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. There is a board policy around drills that will be reviewed. <p>11.20.2024</p> <ul style="list-style-type: none"> 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. <p>12.18.2024</p> <ul style="list-style-type: none"> 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. Creating ERT mock drills could also be an effective training guide for emergency situations and was discussed by the committee. <p>1.15.2025</p> <ul style="list-style-type: none"> Nothing to report at this time. <p>2.19.2025</p>	<p>Jeremy Nichols Jeff Chambers</p>	<p>Ongoing</p>

<ul style="list-style-type: none"> Nothing to report at this time. <p>3.19.2025</p> <ul style="list-style-type: none"> 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. 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. <p>4.16.2025</p> <ul style="list-style-type: none"> The volume of the fire alarm horn at WLHS is within the volume limit. There have been no more complaints of the horn being too loud. <p>5.21.2025</p> <ul style="list-style-type: none"> Could middle and high schools practice drills during pass times, lunch or 5 minutes into the school day? These less organized/more chaotic times would help the students understand (1) Do I go to the last period class (where attendance has already been taken) or (2) Do I go to the next period class? This concern is discussed early in the school year by principals and the Operations team and is dependent on comfort level at each school. Structuring the attention of this, so students know where to go for consistency was discussed and agreed upon. <p>6.18.2025</p> <ul style="list-style-type: none"> Drills are completed for the school year. Jeremy will be meeting with principals to reaffirm the correct drill protocol for the 2025-26 school year. 		
<p>Environmental Testing</p> <p>7.17.2024</p> <ul style="list-style-type: none"> Repairs are complete at Wood. Parts for fixtures are on order and maintenance will be working on repairs at Wilsonville HS. <p>9.18.2024</p> <ul style="list-style-type: none"> 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. <p>10.16.2024</p> <ul style="list-style-type: none"> 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. <p>11.20.2024</p> <ul style="list-style-type: none"> 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. Radon instruments will be taken back out to Lowrie Primary School for radon mitigation monitoring. <p>12.18.2024</p> <ul style="list-style-type: none"> The radon testing at Lowrie is complete and came back as expected. There is continuous air flow which is needed. Lead testing will start in January at West Linn High School. There is a state required, routine report the maintenance department receives for the well at Stafford Primary School and on Friday, December 13th 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 16th. A new sample was tested and a negative result was confirmed. The county commented on the district doing a great job. <p>1.15.2025</p> <ul style="list-style-type: none"> 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 19th. 	<p><i>Jeremy Nichols Tressa Aplanalp</i></p>	<p><i>Ongoing</i></p>

<p>2.19.2025</p> <ul style="list-style-type: none"> 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. <p>3.19.2025</p> <ul style="list-style-type: none"> 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. <p>4.16.2025</p> <ul style="list-style-type: none"> Water testing is close to being completed for the school year. Testing at Sunset is finished and results were good. The environmental technician is preparing paperwork to be sent in to the state of Oregon. Maintenance has been spraying outside to keep broadleaf at bay. IPM notifications will be sent out through Parentsquare to notify the community of this. We're also communicating with building staff the importance of keeping clean spaces throughout schools to prevent ants from coming inside. Ants are more of an annoyance because they aren't vector-carried pests. <p>5.21.2025</p> <ul style="list-style-type: none"> Testing is completed and paperwork is being finalized to send to ODE Ants continue to be a problem in a few of district buildings. The source has been identified at Rosemont and the sanitation process has taken effect. At Boeckman Creek the approach to eliminate them is more aggressive as the ants seem to be throughout the building. <p>6.18.2025</p> <ul style="list-style-type: none"> Paperwork has been submitted and we are still waiting on a reimbursement from ODE. The ant situation at Boeckman Creek has improved. In conjunction with IPM, ant traps are set up in the building along with trimming of tree branches and continued cleaning of affected spaces. 		
<p>Incident Reports</p> <p>7.17.2024</p> <ul style="list-style-type: none"> Eight incident reports were viewed. In each of these incidents the group determined the best course of action to be taken. <p>9.18.2024</p> <ul style="list-style-type: none"> 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 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>10.16.2024</p> <ul style="list-style-type: none"> 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. <p>11.20.2024</p> <ul style="list-style-type: none"> 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. 	<p>Shyla Waldern Pat McGough</p>	<p>Ongoing</p>

<p>12.18.2024</p> <ul style="list-style-type: none"> 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. <p>1.15.2025</p> <ul style="list-style-type: none"> 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. <p>2.19.2025</p> <ul style="list-style-type: none"> 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. <p>3.19.2025</p> <ul style="list-style-type: none"> 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. <p>4.16.2025</p> <ul style="list-style-type: none"> Nothing to report on. <p>5.21.2025</p> <ul style="list-style-type: none"> Eight incident reports were reviewed by the team. Several of these were accidental with no action required. For all others, Maintenance will check areas for any safety concerns. <p>6.18.2025</p> <ul style="list-style-type: none"> The team reviewed eight reports. Maintenance will continue to check areas for any safety concerns. 		
<p>Safe and Welcoming Schools</p> <p>7.17.2024</p> <ul style="list-style-type: none"> 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. <p>9.18.2024</p> <ul style="list-style-type: none"> The Long Range Planning Committee will meet tonight. <p>10.16.2024</p> <ul style="list-style-type: none"> 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. <p>11.20.2024</p> <ul style="list-style-type: none"> 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. <p>12.18.2024</p> <ul style="list-style-type: none"> The meeting for the LRPC will take place tonight at 6pm and the Small Schools Task Force will be presenting their findings. Part one of the Capital Improvement Plan has been presented to the Board and Part two will be presented at a future board meeting. <p>1.15.2025</p> <ul style="list-style-type: none"> 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. <p>2.19.2025</p>	<p><i>Pat McGough</i></p>	<p><i>Ongoing</i></p>

<ul style="list-style-type: none"> 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. <p>3.19.2025</p> <ul style="list-style-type: none"> 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. <p>4.16.2025</p> <ul style="list-style-type: none"> The LRPC is meeting tonight. The team is finalizing information for their recommendation to the Board regarding a future bond. The projects for Category A are Safety and Security. <p>5.21.2025</p> <ul style="list-style-type: none"> The Board will meet tonight to decide the size of the bond and what projects will be placed on the future bond. <p>6.18.2025</p> <ul style="list-style-type: none"> The Board approved the bond language for the proposed \$185 million dollar bond. The proposed Capital Bond includes construction projects for all 16 schools. 		
<p>OSHA Complaints</p> <p>11.20.2024</p> <ul style="list-style-type: none"> The district received a complaint from OSHA on roof safety and is in the process of working with OSHA to complete the inspection. <p>12.18.2024</p> <ul style="list-style-type: none"> 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. <p>1.15.2025</p> <ul style="list-style-type: none"> 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. <p>2.19.2025</p> <ul style="list-style-type: none"> 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. <p>3.19.2025</p> <ul style="list-style-type: none"> We're still waiting to hear further details regarding the appeal made to OSHA. <p>4.16.2025</p> <ul style="list-style-type: none"> There is an informal conference scheduled with OSHA on April 30th. The discussion will be centered around the concern for how the fee was given. OSHA fines are currently levied on the size of the organization and we want to convey that Operations is the only department that has access to roofs not the entire staff of the district which would allow the fee to drop dramatically. Operations is continuing work on fall protection and an SOP. There will be a meeting with employees about getting on roofs and the expectations will be defined in the meeting. <p>5.21.2025</p> <ul style="list-style-type: none"> Proper training has been completed for employees who access roofs throughout the district. Another OSHA complaint has been brought forward. The complaint is regarding the rigging system in the PAC building at Wilsonville High School. There is no issue with the rigging system and citations issued were non-monetary. Once the citations are received, there is a 28-day period to make any adjustments. 		

6.18.2025 <ul style="list-style-type: none"> The non-monetary citations have been received from OSHA. The district will address the complaints and will form another committee that meets monthly. 		
Employee Safety 6.18.2025 <ul style="list-style-type: none"> Topics discussed will be items related to Employee Safety. This committees will meet on the third Wednesday of each month. 	<i>Jeremy Nichols</i>	<i>New</i>

NEW SAFETY COMMITTEE ISSUES/DISCUSSION:

- 1..
- 2.

NEXT MEETING: July 16, 2025 – via Zoom at 7:00AM

Meeting Minutes were prepared by Mindy Schmitz (schmitzm@wlwy.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.