



**WEST LINN-WILSONVILLE SCHOOL DISTRICT
DEPARTMENT OF OPERATIONS**

2755 SW Borland Rd
Tualatin, OR 97062
Phone: 503.673.7995
Fax: 503.638.9143

District Safety Committee Agenda
Wednesday, July 20, 2022; 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 Keirsey	Wilsonville HS, SRO	X	
Pat McGough	Chief Operating Officer	X	
Steve Matthias	Maintenance Supervisor	X	
Leon Mongeau	OSEA Representative	X	
Jeremy Nichols	Environmental Technician	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.wlwg.k12.or.us/Page/16137>

C. EXISTING ACTION ITEMS:

Item	Description	Responsible Party	Status (due by)
20.1-10	<p>Long Range - Bond Planning</p> <p>4.21.2021:</p> <ul style="list-style-type: none"> Meeting is tonight, will be presenting quarterly report for bond construction. This will be the last meeting for two members. Board will be taking action to solicit volunteers. <p>5.19.2021:</p> <ul style="list-style-type: none"> Held the last meeting with the current members of the committee, vacancies will be announced at the next board meeting to take nominations for new committee members. 	<i>Pat McGough</i>	<i>Ongoing</i>

	<p>6.16.2021:</p> <ul style="list-style-type: none"> Bond Update – we have seven active projects this summer. Two are not related to school buildings (WLHS stadium + parking, storage facility Stafford River property). Projects include schools which are lacking air conditioning Cedaroak, Bolton, Willamette, Stafford. Secure entries will be completed at Athey Creek (will take some time), Inza Wood (should be done by the fall, and Willamette (should be done by the fall). <p>7.9.2021:</p> <ul style="list-style-type: none"> No update at this time. <p>9.15.21:</p> <ul style="list-style-type: none"> Ongoing projects wrapping up. Wood is still actively wrapping-up and still on-time as long as parts show up when they are supposed to. There are currently no concerns regarding the bond projects. <p>10.20.2021:</p> <ul style="list-style-type: none"> The District recently received an OSHA complaint for concerns regarding construction at Inza Wood Middle School. The complaint noted that there wasn't sufficient air ventilation, there are limited restrooms, as well as exposed electrical wires. The District will be responding to the complaint and is hoping contractors can begin wrapping up work at the site. <p>11.17.2021:</p> <ul style="list-style-type: none"> District believes that the OSHA complaint regarding Wood Middle School has been resolved. <p>12.15.2021:</p> <ul style="list-style-type: none"> District received a letter from OSHA that the complaint regarding Wood Middle School has been resolved. However, there has been another OSHA complaint at a different school, regarding face masks not being enforced for students. <p>1.19.2022:</p> <ul style="list-style-type: none"> Wilsonville HS OSHA complaint regarding COVID. HR has dealt with this complaint directly with OSHA. <p>2.16.2022</p> <ul style="list-style-type: none"> The report for the School Board regarding Bond projects has been delayed until next month due to other pressing topics. Athey Creek, Wood Middle School and WLHS parking lot projects are all still in progress. <p>3.16.2022:</p> <ul style="list-style-type: none"> Presented quarterly bond report to the school board this past Monday. Moving into office suite at the new Union River High School site (Athey Creek) over spring break. <p>4.20.2022:</p> <ul style="list-style-type: none"> Athey Creek staff has moved into the new office suite. <p>5.18.2022</p> <ul style="list-style-type: none"> District is in the process of renovating the old office area of Athey Creek. Final stages of parking at West Linn High School is being done, won't issue final occupancy until landscaping is complete. <p>6.15.2022</p> <ul style="list-style-type: none"> Safety and security upgrades to happen this summer. Installing upgrades at Trillium, including the secure entry. At Wilsonville HS all of the upgrades will be installed including the electric secure entry. <p>7.20.2022</p> <ul style="list-style-type: none"> Trillium Creek, Wilsonville HS and WLHS all to be receiving safety upgrades over the summer. Trillium to get secured entry but will take 8-10 months to receive all the items needed to finish the vestibule. Trillium to also get the shelter lock system. Wilsonville HS will also get shelter lock system. WLHS will get shelter lock system around Christmas break. 		
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20.1-4	<p>Safety, Security, and Technology Upgrades</p> <p>4.21.2021:</p> <ul style="list-style-type: none"> • Still have issue with shelter locks, upcoming meeting tomorrow. Newer systems are slower to lock the doors. Few punchlist items remaining. <p>5.19.2021:</p> <ul style="list-style-type: none"> • Still continuing to have some issues but working it out with contractors and they will be rolling out a more intentional performance design. <p>6.16.2021:</p> <ul style="list-style-type: none"> • See notes on bond. Willamette and Inza Wood getting new secure entries completed by the fall. <p>7.9.2021:</p> <ul style="list-style-type: none"> • No update at this time. <p>9.15.2021:</p> <ul style="list-style-type: none"> • No update at this time. <p>10.20.2021:</p> <ul style="list-style-type: none"> • Shelter lock system has not been working at some locations due to software malfunctions. The district needed to attach email addresses to each location in order to get the system up and running. The technology department is currently in the process of setting these all up. <p>11.17.2021:</p> <ul style="list-style-type: none"> • IT department has confirmed that we do have email addresses set up for shelter lock systems. Contractors are completing their end of the work and then the District will train school staff on how to use these systems. <p>12.15.2021:</p> <ul style="list-style-type: none"> • Implementing and beginning testing for shelter lock systems at sites. Hoping to train staff on the system after winter break. <p>1.19.2022:</p> <ul style="list-style-type: none"> • Cedaroak, Willamette, Rosemont, Stafford, Lowrie and Boones Ferry will all be receiving the shelter lock system. Cedaroak and Willamette will be getting trained on fobs within next few weeks. Other schools still need to have the systems installed. <p>2.16.2022</p> <ul style="list-style-type: none"> • Operations has met with Willamette regarding training on the FOBS, things seem to be going well after the training there. Operations team is working to schedule a training with Cedaroak. Technicians are working on the systems at a few other schools and once finished the Operations team will go over the FOB training. <p>3.16.2022:</p> <ul style="list-style-type: none"> • Trying to schedule a training with Cedaroak to go over the FOB training. Rosemont is fully functional and Operations is continuing to work with schools to finish this process. <p>4.20.2022:</p> <ul style="list-style-type: none"> • Operations is working to finish the install of FOB system and complete trainings for the system. <p>5.18.2022</p> <ul style="list-style-type: none"> • As of today the following schools have been trained and have received FOBS: Boeckman Creek, Bolton, Meridian Creek, Sunset, Willamette, Cedaroak & Lowrie. Operations is doing a training on the FOBS today at Wood Middle School. To follow will be: Stafford, Rosemont, Boones Ferry & Athey Creek. <p>6.15.2022</p> <ul style="list-style-type: none"> • Operations has trained all staff that have the shelter lock system other than Athey Creek. <p>7.20.2022</p> <ul style="list-style-type: none"> • All schools with shelter lock system have been trained. Operations still needs to meet with Athey Creek & will also meet with schools to go over the training again in the first weeks of school. 	<p><i>Pat McGough</i> <i>Jeff Chambers</i></p>	
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20.2-1	<p>Nursing Staff Safety/Health Updates</p> <p>4.21.2021:</p> <ul style="list-style-type: none"> No new updates at this time. <p>5.19.2021:</p> <ul style="list-style-type: none"> No changes in the school setting regarding masks. Continue contact tracing. Proud of how things are going! <p>6.16.2021:</p> <ul style="list-style-type: none"> No significant updates from DSLT or nursing staff. <p>7.9.2021:</p> <ul style="list-style-type: none"> No update at this time. <p>9.15.2021:</p> <ul style="list-style-type: none"> The nursing staff are working hard to continue updating the COVID-19 dashboard on a daily basis. There is a lot of contact tracing at this time. <p>10.20.2021:</p> <ul style="list-style-type: none"> The district and nursing staff are currently working on a vaccination clinic to provide flu shots. Also, working on providing students and staff with COVID tests, more updates to come. <p>11.17.2021:</p> <ul style="list-style-type: none"> At home testing through OHSU is now active for primary schools. Not sure when middle school and high school will start. Binax testing is available in schools for students/staff. <p>12.15.2021:</p> <ul style="list-style-type: none"> Quarantine and test to stay procedures are starting. There will be drive-up COVID testing at the district office 5 days a week for staff. <p>1.19.2022:</p> <ul style="list-style-type: none"> No update at this time. <p>2.16.2022</p> <ul style="list-style-type: none"> OHA/ODE has put out new guidance about masking. Mask requirement not to expire any earlier than March 31, 2022. Test to stay kits in each building, not sure on the wait time but schools are ready to hand those out to unvaccinated students that have been exposed. <p>3.16.2022:</p> <ul style="list-style-type: none"> Nursing staff will start sending out cohort letters for any direct contact. <p>4.20.2022:</p> <ul style="list-style-type: none"> Continue to wash hands, stay home when sick, etc. Although some COVID protocols have gone away COVID is still active. <p>5.18.2022</p> <ul style="list-style-type: none"> COVID cases are rising but not sure to what degree because of home testing along with other illnesses that are going around. Procedures for health plans when substitutes are present during drills/emergencies but also as a whole, health plans need to be communicated to substitutes. <p>6.15.2022</p> <ul style="list-style-type: none"> Numerous COVID tests left over so students will be allowed to take 2 boxes of tests home with them. Any additional tests will be available to staff members. <p>7.20.2022</p> <ul style="list-style-type: none"> COVID is still pretty active. The District will continue to follow the requirements/recommendations put out by the County. 	Karen Pyeatt	
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21.5.1	<p>Drills</p> <p>5.19.2021:</p> <ul style="list-style-type: none"> We know that this year is different and there are twice as many drills due to cohorts, but we need staff to be taking the emergency response protocols (lockout, lockdown) drills more seriously. Perhaps consider more diverse scheduling requirements for next year? Less notice to staff? <p>6.16.2021:</p> <ul style="list-style-type: none"> Only a few more drills left! <p>7.9.2021:</p> <ul style="list-style-type: none"> All drills for the school year are complete. <p>9.15.2021:</p> <ul style="list-style-type: none"> Just started drills, have had fire drills at Rosemont, Wood, Boones Ferry, Bolton and Wilsonville High School. Everything has been running smoothly with drills. Set to have a lockout drill for WLHS tomorrow. One note on the Wood fire drill was that the alarm stayed on for a good 15 minutes after the drill was over. <p>10.20.2021:</p> <ul style="list-style-type: none"> Schools have been completing drills. There was a school that failed a drill the other day, which should be noted so others realize things need to be done in order to complete drills successfully. The Operations team has also been going to each school to update Emergency Operations Plans. <p>11.17.2021:</p> <ul style="list-style-type: none"> Drills are going well. EOP meetings are almost complete, we have one left for Boones Ferry and then will be distributing EOPs to each school. <p>12.15.2021:</p> <ul style="list-style-type: none"> Drills are going well. The District just hosted the joint safety planning meeting. District is updating the District Emergency Operation Plan and are planning to do a reunification drill in January. <p>1.19.2022:</p> <ul style="list-style-type: none"> Numerous drills being postponed due to staffing issues. Drills are going well, good for the schools to be getting practice. <p>2.16.2022</p> <ul style="list-style-type: none"> Drills are going well. Everyone has been completing their drills. <p>3.16.2022</p> <ul style="list-style-type: none"> Drills continue to get completed and are going well. <p>4.20.2022:</p> <ul style="list-style-type: none"> Drills are going great. Operations team has seen improvements in drills as the year has progressed. <p>5.18.2022</p> <ul style="list-style-type: none"> A question came up regarding procedures for drills when there are substitutes. Assistant Superintendents to bring this conversation up to principals in the levels meetings so they can figure out a process for situations where substitutes are in the building during drills/emergencies. <p>6.15.2022</p> <ul style="list-style-type: none"> Almost done with drills for the year! We have three schools that need to complete their June fire drills and then we will be done. <p>7.20.2022</p> <ul style="list-style-type: none"> All drills have been completed for the year! Saw a progression throughout the year with drills. Operations staff working to update the Standard Response Protocol posters and booklets throughout the buildings. 		
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21-7.1	<p>Ready Schools Safe Learners (RSSL)</p> <p>7.9.2021:</p> <ul style="list-style-type: none"> The DRAFT document for Covid-19 mitigation for the 2021/2022 school year was presented to the committee for review and comment. Some members were concerned about physical distancing and face coverings, but understood that the RSSL has made changes from requirements to strongly advising these protocols. Another concern expressed is the possible need for additional space with health rooms should a student need to be isolated. The Maintenance Department will work with principals to identify additional spaces as needed. This meeting replaces the District Safety Meeting on July 21, 2021. <p>9.15.2021:</p> <ul style="list-style-type: none"> Will have a discussion is DSLT about indoor facility rentals for this fall. <p>10.20.2021:</p> <ul style="list-style-type: none"> There has been great discussion around volunteers, visitors and renting of district facilities. Communication will be sent out once the district has finalized their memo regarding each circumstance. <p>11.17.2021:</p> <ul style="list-style-type: none"> Expect to have an update on RSSL at next meeting in December. <p>12.15.2021:</p> <ul style="list-style-type: none"> Updated RSSL is available online. <p>1.19.2022:</p> <ul style="list-style-type: none"> Message sent out that OHA & ODE has changed their guidance regarding exposures. If a child or staff member has been vaccinated and are symptom-free they do not need to quarantine. If not vaccinated they will need to be quarantined. <p>2.16.2022</p> <ul style="list-style-type: none"> No real update. The RSSL is getting significantly smaller with guidance so that is a plus. <p>3.16.2022</p> <ul style="list-style-type: none"> RSSL has new guidance regarding masks, test to stay as well as contact tracing. <p>4.20.2022:</p> <ul style="list-style-type: none"> No update to the RSSL since the previous meeting. <p>5.18.2022</p> <ul style="list-style-type: none"> County will clarify today how the COVID cases are being communicated, likely to be a percentage of the cohort. <p>6.15.2022</p> <ul style="list-style-type: none"> There have been some updates added to the RSSL. Karen added that they will likely continue with updates over the summer. <p>7.20.2022</p> <ul style="list-style-type: none"> The RSSL has been getting thinner but they are still making updates. The District will continue to follow all guidelines/recommendations provided by Clackamas County. 		
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NEW SAFETY COMMITTEE ISSUES/DISCUSSION:

1. West Linn Police Department to conduct an active threat training at West Linn High School July 25th-29th.
2. District would like to start paying for staff to have CPR/ERT training. After the event at Wilsonville High School where WLWV staff helped to save a student's life we realize how important it is to provide this training to all staff members.

3. District has added 2 positions at both West Linn & Wilsonville High School. They will be Safety Custodian positions – they will make sure the doors on the perimeter of the buildings are closed & locked throughout the school day.
4. District received a request to start using air conditioning in gym spaces. However, the only gym that has AC is Wilsonville HS. Community Services will be modifying the Terms & Conditions for facility use to let renters know that there will not be AC in gyms and people reserving gyms should act accordingly or be aware that no AC will be provided.

NEXT MEETING: September 21, 2022 – via Zoom at 7:00AM

Minutes were prepared by Caitlin Sullivan (sullivan@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.