



**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 – Employee Safety Minutes**  
**Wednesday, August 20; 7:00 AM, WLWVSD via Microsoft Teams**

**A. ATTENDEES:**

Name	Location/Title	Present	Absent
Jeff Chambers	Director of Operations	X	
Officer John Rimington	West Linn HS, SRO		X
Officer Zach Keirse	Wilsonville HS, SRO		X
Jared Hayes	OSEA Representative	X	
Jessica Lambert	OSEA Representative	X	
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

**B. MINUTES REVIEW:**

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

**C. DISTRICT SAFETY EXISTING ACTION ITEMS:**

	Responsible Party	Status (due by)
<b>Safety, Security, and Technology Upgrades/Safe and Welcoming Schools</b> <b>5.21.2025</b> <ul style="list-style-type: none"><li>Pathway at Sunset has not been completed yet.</li><li>All systems are fully installed and working. Staff are learning the new systems.</li></ul> <b>6.18.2025</b> <ul style="list-style-type: none"><li>The pathway has been completed at Sunset.</li></ul>	<i>Jeff Chambers &amp; Jeremy Nichols</i>	<i>Ongoing</i>

<p><b>7.16.2025</b></p> <ul style="list-style-type: none"> <li>West Linn High School is the last school to be rekeyed and the project is completed.</li> <li>Officer Keirsey attended the National SRO Conference and shared information the district can use to be better prepared for a lockdown. The items discussed were video surveillance monitoring, making sure the PA system heard from all areas of a building and having restroom doors in all restrooms. During an emergency lockdown it was also suggested that a district administrator off site be responsible for video monitoring.</li> <li>The flowchart and EOP are currently being updated.</li> </ul> <p><b>8.20.2025</b></p> <ul style="list-style-type: none"> <li>Information regarding the next bond was provided to the committee. A link to the 2025 Capital Bond is posted on the district website.</li> </ul>		
<p><b>Drills</b></p> <p><b>5.21.2025</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>6.18.2025</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>7.16.2025</b></p> <ul style="list-style-type: none"> <li>Jeremy will be meeting with principals and affirming protocols for the 2025-26 school year.</li> </ul> <p><b>8.20.2025</b></p> <ul style="list-style-type: none"> <li>Jeremy has met with 9 of 16 building Administrator staff and will continue these meetings into the Fall.</li> <li>The Incident Command System (ICS) model is updated each year at the school level and we are currently in the process of updating the District Emergency Operations Plan (DEOP) ICS.</li> </ul>	<p><i>Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>
<p><b>Environmental Testing</b></p> <p><b>5.21.2025</b></p> <ul style="list-style-type: none"> <li>Testing is completed and paperwork is being finalized to send to ODE</li> <li>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.</li> </ul> <p><b>6.18.2025</b></p> <ul style="list-style-type: none"> <li>Paperwork has been submitted and we are still waiting on a reimbursement from ODE.</li> <li>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.</li> </ul> <p><b>7.16.2025</b></p> <ul style="list-style-type: none"> <li>There is no update on environmental testing. The Healthy and Safe Schools Plan will be sent to the School Board for approval.</li> </ul> <p><b>8.20.2025</b></p> <ul style="list-style-type: none"> <li>Fire alarm testing is completed for the year.</li> </ul>	<p><i>Tressa Aplanalp</i></p>	<p><i>Ongoing</i></p>
<p><b>Incident Reports</b></p> <p><b>5.21.2025</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>6.18.2025</b></p>	<p><i>Shyla Waldern &amp; Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>

<ul style="list-style-type: none"> <li>The team reviewed eight reports. Maintenance will continue to check areas for any safety concerns.</li> </ul> <p><b>7.16.2025</b></p> <ul style="list-style-type: none"> <li>There were two incident reports reviewed and the root causes were identified. Use of proper PPE use will be discussed at Safety Training on 7/31/25 &amp; 8/1/25.</li> </ul> <p><b>8.20.2025</b></p> <ul style="list-style-type: none"> <li>The committee review two incident reports. An injury occurred during a practice on a turf field. The root cause was not identified in this case. Accidents do happen. The second incident took place while an employee was moving furniture. Custodial staff will be reminded to utilize tools put in place for moving large pieces of furniture.</li> </ul>		
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#### **D. EMPLOYEE SAFETY ACTION ITEMS:**

<p><b>Employee Safety</b></p> <p><b>6.18.2025</b></p> <ul style="list-style-type: none"> <li>Topics discussed will be items related to Employee Safety. This committee will meet on the third Wednesday of each month.</li> </ul> <p><b>7.16.2025</b></p> <ul style="list-style-type: none"> <li>A new committee will form and we will update the roster to have representation from both Bargaining Units. Employees will be given information on how to report a safety concern. The items on the agenda will be employee specific and solutions will be found and recorded on the minutes. The minutes for Employee Safety will be separate from the monthly District Safety Committee minutes and the same committee will be present for both meetings.</li> </ul> <p><b>8.20.2025</b></p> <ul style="list-style-type: none"> <li>The committee reviewed next steps to take to report an employee safety concern. and concluded that over reporting is always better than under reporting when it comes to safety. Staff will need to report safety concerns for proof of data. A documentation process will be started.</li> <li>Incident Reports will be added to Employee Safety action items.</li> </ul>	<p><i>Jeremy Nichols</i></p>	<p><i>Ongoing</i></p>
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#### **NEW SAFETY COMMITTEE ISSUES/DISCUSSION:**

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- 2.

**NEXT MEETING: September 17, 2025 – via Microsoft Teams 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.*