



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

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**District Safety Committee Agenda**

**Wednesday, September 21, 2022; 7:00 AM, WLWVSD via Zoom**

**A. ATTENDEES:**

<b>Name</b>	<b>Location/Title</b>	<b>Present</b>	<b>Absent</b>
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	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.wlwg.k12.or.us/Page/16137>

**C. EXISTING ACTION ITEMS:**

<b>Item</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Status (due by)</b>
20.1-10	<p><b>Long Range - Bond Planning</b></p> <p><b>1.19.2022:</b></p> <ul style="list-style-type: none"> <li>Wilsonville HS OSHA complaint regarding COVID. HR has dealt with this complaint directly with OSHA.</li> </ul> <p><b>2.16.2022</b></p> <ul style="list-style-type: none"> <li>The report for the School Board regarding Bond projects has been delayed until next month due to other pressing topics. Athey Creek,</li> </ul>	<i>Pat McGough</i>	<i>Ongoing</i>

	<p>Wood Middle School and WLHS parking lot projects are all still in progress.</p> <p><b>3.16.2022:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>4.20.2022:</b></p> <ul style="list-style-type: none"> <li>Athey Creek staff has moved into the new office suite.</li> </ul> <p><b>5.18.2022</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>6.15.2022</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>7.20.2022</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>9.21.2022</b></p> <ul style="list-style-type: none"> <li>The long lead items are still preventing us from finishing Trillium Creek and WLHS. The projects are on the schedule &amp; orders placed. Hoping for over Christmas Break but won't finalize the schedule until we have the parts.</li> <li>Construction area at WHS has been burglarized twice now. What can we do to help crack down on security?</li> </ul>		
20.1-4	<p><b>Safety, Security, and Technology Upgrades</b></p> <p><b>1.19.2022:</b></p> <ul style="list-style-type: none"> <li>Cedarok, Willamette, Rosemont, Stafford, Lowrie and Boones Ferry will all be receiving the shelter lock system. Cedarok and Willamette will be getting trained on fobs within next few weeks. Other schools still need to have the systems installed.</li> </ul> <p><b>2.16.2022</b></p> <ul style="list-style-type: none"> <li>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 Cedarok. Technicians are working on the systems at a few other schools and once finished the Operations team will go over the FOB training.</li> </ul> <p><b>3.16.2022:</b></p> <ul style="list-style-type: none"> <li>Trying to schedule a training with Cedarok to go over the FOB training. Rosemont is fully functional and Operations is continuing to work with schools to finish this process.</li> </ul> <p><b>4.20.2022:</b></p> <ul style="list-style-type: none"> <li>Operations is working to finish the install of FOB system and complete trainings for the system.</li> </ul> <p><b>5.18.2022</b></p> <ul style="list-style-type: none"> <li>As of today the following schools have been trained and have received FOBS: Boeckman Creek, Bolton, Meridian Creek, Sunset, Willamette, Cedarok &amp; Lowrie. Operations is doing a training on the FOBS today at Wood Middle School. To follow will be: Stafford, Rosemont, Boones Ferry &amp; Athey Creek.</li> </ul> <p><b>6.15.2022</b></p> <ul style="list-style-type: none"> <li>Operations has trained all staff that have the shelter lock system other than Athey Creek.</li> </ul> <p><b>7.20.2022</b></p>	<p><i>Pat McGough Jeff Chambers</i></p>	

	<ul style="list-style-type: none"> <li>All schools with shelter lock system have been trained. Operations still needs to meet with Athey Creek &amp; will also meet with schools to go over the training again in the first weeks of school.</li> </ul> <p><b>9.21.2022</b></p> <ul style="list-style-type: none"> <li>All schools have had the training/re-training on the shelter lock system. Have created buzz-in systems for schools as well.</li> </ul>		
20.2-1	<p><b>Nursing Staff Safety/Health Updates</b></p> <p><b>1.19.2022:</b></p> <ul style="list-style-type: none"> <li>No update at this time.</li> </ul> <p><b>2.16.2022</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>3.16.2022:</b></p> <ul style="list-style-type: none"> <li>Nursing staff will start sending out cohort letters for any direct contact.</li> </ul> <p><b>4.20.2022:</b></p> <ul style="list-style-type: none"> <li>Continue to wash hands, stay home when sick, etc. Although some COVID protocols have gone away COVID is still active.</li> </ul> <p><b>5.18.2022</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>6.15.2022</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>7.20.2022</b></p> <ul style="list-style-type: none"> <li>COVID is still pretty active. The District will continue to follow the requirements/recommendations put out by the County.</li> </ul> <p><b>9.21.2022</b></p> <ul style="list-style-type: none"> <li>For COVID people should isolate for 5 days. Day 0 through Day 5, so actually need to be home for 6 days.</li> <li>Schools needing more PPE. All schools should be stocked &amp; building engineers should know where PPE is located.</li> <li>Benefits meeting on 9/28 at Stafford – they will be giving free flu shots.</li> </ul>	<i>Karen Pyeatt</i>	
21.5.1	<p><b>Drills</b></p> <p><b>1.19.2022:</b></p> <ul style="list-style-type: none"> <li>Numerous drills being postponed due to staffing issues. Drills are going well, good for the schools to be getting practice.</li> </ul> <p><b>2.16.2022</b></p> <ul style="list-style-type: none"> <li>Drills are going well. Everyone has been completing their drills.</li> </ul> <p><b>3.16.2022</b></p> <ul style="list-style-type: none"> <li>Drills continue to get completed and are going well.</li> </ul> <p><b>4.20.2022:</b></p> <ul style="list-style-type: none"> <li>Drills are going great. Operations team has seen improvements in drills as the year has progressed.</li> </ul> <p><b>5.18.2022</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>6.15.2022</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>		

	<p><b>7.20.2022</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>9.21.2022</b></p> <ul style="list-style-type: none"> <li>Drills have been going well. All schools have completed their first fire drill and most are completing their lockdown drills.</li> </ul>		
21-7.1	<p><b>Ready Schools Safe Learners (RSSL)</b></p> <p><b>1.19.2022:</b></p> <ul style="list-style-type: none"> <li>Message sent out that OHA &amp; 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.</li> </ul> <p><b>2.16.2022</b></p> <ul style="list-style-type: none"> <li>No real update. The RSSL is getting significantly smaller with guidance so that is a plus.</li> </ul> <p><b>3.16.2022</b></p> <ul style="list-style-type: none"> <li>RSSL has new guidance regarding masks, test to stay as well as contact tracing.</li> </ul> <p><b>4.20.2022:</b></p> <ul style="list-style-type: none"> <li>No update to the RSSL since the previous meeting.</li> </ul> <p><b>5.18.2022</b></p> <ul style="list-style-type: none"> <li>County will clarify today how the COVID cases are being communicated, likely to be a percentage of the cohort.</li> </ul> <p><b>6.15.2022</b></p> <ul style="list-style-type: none"> <li>There have been some updates added to the RSSL. Karen added that they will likely continue with updates over the summer.</li> </ul> <p><b>7.20.2022</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>9.21.2022</b></p> <ul style="list-style-type: none"> <li>Checking with DSLT to see if this line item can be removed for the future.</li> <li>This section will now be the “District Communicable Disease Plan”</li> </ul>		

**NEW SAFETY COMMITTEE ISSUES/DISCUSSION:**

1. 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.
  - a. This position is growing and changing a little. Hopeful to get these positions filled quickly.
2. 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.
3. AEDs for Football Stadiums. Should we have AEDs that are located in the football stadiums? They could get tampered with or run out of battery from being outside. Any solutions please bring forward via email to Pat.

**NEXT MEETING: October 19, 2022 – 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.*