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

District Safety Committee – Employee Safety Agenda

September 16, 2026; 7:00 AM, WLWVSD via Microsoft Teams

A. ATTENDEES:

Name	Location/Title	Present	Absent
Jeff Chambers	Director of Operations		
Officer John Rimington	West Linn HS, SRO		
Officer Zach Keirsey	Wilsonville HS, SRO		
Andrea Waddell	OSEA Representative		
Jessica Lambert	OSEA Representative		
Jeremy Nichols	Safety & Transportation Supervisor		
Zac Nicol	Safety Technician		
Karen Pyeatt	District Nurse		
Mindy Schmitz	Community Services Coordinator		
Shyla Waldern	Director of Human Resources		
Andre Abraham	WWEA Representative		
Sue Bynum	WWEA Representative		

B. MINUTES REVIEW:

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

C. EMPLOYEE SAFETY EXISTING ITEMS:

	Responsible Party	Status (Due by)
Injury Reports **7.15.2026** • There were no new injury reports to review. **8.19.2026** • The team reviewed four injury reports. An employee was moving furniture when a wooden chair that had been leaning against a wall became dislodged and struck the back of their leg, resulting in a scrape and swelling. The incident was reviewed, and staff were reminded to ensure furniture and equipment are stored securely and that surrounding areas are checked for potential hazards before moving items. • An employee was injured while moving furniture by themselves. To avoid injury, heavy furniture should be moved by more than one person. • An employee sustained a bee sting to the hand while working outdoors. This incident served as a reminder for staff to remain aware of their surroundings when working outside and to exercise caution in areas where insects or other environmental hazards may be present. • An employee experienced knee swelling and pain after cleaning shelves while working in a kneeling position. The incident was reviewed, and staff were reminded to follow ergonomic best practices, including changing positions periodically and using appropriate protective equipment. **9.16.26** •	*Jeff Chambers, Jeremy Nichols & Shyla Waldern*	*Ongoing*
Employee Safety Concerns **7.15.2026** • There is still no update to the safety concerns at the intersection near Willamette PS. • Walkway and gutter repairs will be communicated to maintenance and custodial staff in safety training. A work order should be added for these items to be repaired. • The OSHA complaint is still ongoing, and interviews are still being conducted. On 7/2/2026 an email was sent to all Operations staff letting them know that no one is allowed to access roofs until further notice. **8.19.2026** • As more students will be attending Willamette next school year, traffic safety patrols will be increased to help ensure student safety. • **OSHA Complaint:** An OSHA complaint remains under investigation. The investigation has included employee and management interviews conducted throughout the summer and is expected to conclude by the end of September, with a resolution anticipated shortly thereafter. Roof access has been restricted throughout the summer while contract language is being developed. Staff are also working with vendors to ensure necessary service of rooftop units is completed. • **Safety Committee Compliance:** Ongoing guidance from Brown & Brown has identified additional opportunities to strengthen compliance with OSHA Safety Committee requirements. As regulations continue to evolve, the committee will review and update its bylaws to ensure alignment with current standards and best practices. **9.16.2026** •	*Jeremy Nichols*	*Ongoing*

NEW EMPLOYEE SAFETY ISSUES/DISCUSSION:

1.

2.

D. DISTRICT SAFETY EXISTING ITEMS:

	Responsible Party	Status (Due by)
Safety, Security, and Technology Upgrades/Safe and Welcoming Schools **7.15.2026** • Camera upgrades are still ongoing at the district high schools. • New ADA-compliant door openers with push-button access are being installed on five entrances at West Linn High School to improve accessibility and ease of access. Card readers are also being installed and will provide better accessibility. • Additional gate upgrades are scheduled and will build upon current safety measures. The upgraded gates will feature a more secure push-bar latch positioned at the top of the gate, preventing access by younger students while ensuring staff can readily open the gates during emergency situations. **8.19.2026** • The districtwide camera system upgrade project remains in progress at the high schools. • Installation of six ADA door openers at West Linn High School is nearing completion. Card readers have also been installed, providing staff and authorized ADA users with access between the three buildings. Staff are continuing to troubleshoot and refine the system to ensure full functionality before the start of the school year. Students who regularly use ADA access features, along with coaches, will be issued temporary access cards. Indoor athletic coaches will also receive badge access through the key management system. Teachers will be provided access cards for exterior and classroom doors, reducing the need for physical keys. • Nurses who serve multiple school sites will be issued badges with access permission appropriate to their assigned locations. Under the new access control system, each ID badge is assigned a unique credential that can be activated, modified, or deactivated as operational needs require. • A supplemental top latch can be added to existing gate latching systems at primary schools. This enhancement has been identified as an effective measure to improve campus safety and help prevent students at risk of elopement from leaving secured areas. **9.16.2026** •	*Jeff Chambers & Jeremy Nichols*	*Ongoing*
Standard Response Protocol **7.15.2026** • Nothing new to report. **8.19.2026** • Schools will be required to complete one lockdown drill prior to Thanksgiving for the 2026-27 school year. • Push button fabs have been removed and will not be used this year. • Existing Shelter systems have reached the end of their service life, and the district is evaluating alternative door security solutions. Mechanical lock systems used by neighboring districts have been identified as a more reliable option, and staff are exploring potential replacement strategies to improve long-term dependability and reduce maintenance concerns. **9.16.2026** •	*Jeremy Nichols*	*Ongoing*

Environmental Testing **7.15.2026** • A fixture at Riverside HS will be taken out of service and permanently capped. The fixture was previously used to keep food hot during meal service. • Vent hood testing has also been completed. • The required six-year lead-in-water testing cycle is completed. **8.19.2026** • Zac Nicol will join the committee as the new Safety Technician. • Required compliance testing was successfully completed over the summer. The district will now begin the next compliance cycle in accordance with established regulatory and operational requirements. **9.21.2026** •	*Jeremy Nichols*	*Ongoing*

	Responsible Party	Status (Due by)

NEW DISTRICT SAFETY ISSUES/DISCUSSION:

1.

2.

NEXT MEETING: October 21, 2026 – via Microsoft Teams at 7:00 AM

Meeting Minutes *were prepared by Mindy Schmitz (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.*