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

District Safety Committee – Employee Safety Minutes

September 16, 2026; 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 Keirsey	Wilsonville HS, SRO		X
Andrea Waddell	OSEA Representative	X	
Jessica Lambert	OSEA Representative	X	
Jeremy Nichols	Safety & Transportation Supervisor	X	
Zac Nicol	Safety Technician	X	
Karen Pyeatt	District Nurse	X	
Mindy Schmitz	Community Services Coordinator	X	
Shyla Waldern	Director of Human Resources		X
Andre Abraham	WWEA Representative	X	
Sue Bynum	WWEA Representative	X	

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 **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. **9.16.2026** • The committee reviewed two injury reports. An employee was feeling unwell while at work and went to the ER. No workplace injury was reported. • An employee was injured after cutting leg on a computer monitor that was left for discard in the front entry of a school. Old monitors and boxes have been removed from this area.	*Jeff Chambers, Jeremy Nichols & Shyla Waldern*	*Ongoing*
Employee Safety Concerns **8.19.2026** • As more students will be attending Willamette next school year, traffic safety patrols will be increased to help ensure student safety. • 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. • 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** • There continues to be an increased amount of traffic during drop off and pick up at Willamette. Operations staff monitored the parking and traffic flow situation during peak drop-off hours. Two parking spaces have been temporarily blocked between **7:00 a.m. and 8:00 a.m.** to improve vehicle circulation. The adjustment has allowed buses to turn around more efficiently and has improved maneuverability for parent vehicles. Jeremy will contact the city to request installation of a **No Parking** sign to support long-term traffic management and safety. The OSHA investigation has been completed, and the district has received the final report. • The Standard Operating Procedure (SOP) has been revised to allow limited access to rooms when necessary to service roofs or HVAC equipment. • Contract language has also been updated to permit private contractors to perform work on roofs, ensuring consistency with the revised access and maintenance procedures.	*Jeremy Nichols*	*Ongoing*

	Responsible Party	Status (Due by)
• A draft version of the new bylaws will be sent to the safety committee to review and vote on at the October safety meeting.		

NEW EMPLOYEE SAFETY ISSUES/DISCUSSION:

1.
2.

D. DISTRICT SAFETY EXISTING ITEMS:

	Responsible Party	Status (Due by)
Standard Response Protocol **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** • Schools will be practicing a new model for lockdown drills this year. When law enforcement is present for these dills, they will be checking room by room. • Lockdown reminders will be sent to schools.	*Jeremy Nichols*	*Ongoing*
Safety, Security, and Technology Upgrades/Safe and Welcoming Schools **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** • The new access control with the ADA openers is working well at WLHS. • District staff received new ID badges during the summer with various levels of protocols. Frog Pond and WLHS are the only schools with exterior access control. There is one classroom at WLHS not working. A key can still be used as a default to lock/unlock door.		

	Responsible Party	Status (Due by)
• Installing push guards on gates at primary schools has been delayed. A fencing upgrade will be happening at Lowrie, Cedaroak and Trillium Creek. • A question was raised regarding whether there is written guidance for the use of fragrance machines in district schools.		
Environmental Testing **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. **9.16.2026** • Quarterly inspections have begun.	*Jeremy Nichols & Zac Nicol*	*Ongoing*
Quarterly Inspections **9.16.2026** • Ten facilities have documented inspection dates, with additional still needing inspection or documentation. Most findings are correctable maintenance and housekeeping items rather than major safety hazards.	*Zac Nicol*	*Ongoing*

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.*