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

District Safety Committee – Employee Safety Agenda

October 21, 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 district website

C. EMPLOYEE SAFETY EXISTING ITEMS:

	Responsible Party	Status (Due by)
Injury Reports **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. **10.21.2026** •	*Jeff Chambers, Jeremy Nichols & Shyla Waldern*	*Ongoing*
Employee Safety Concerns **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 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. • A draft version of the new bylaws will be sent to the safety committee to review and vote on at the October safety meeting. **10.21.2026** •	*Jeremy Nichols*	*Ongoing*
OSHA Updates **9.15.2026** • The OSHA investigation has been completed, and the district has received the final report. **10.21.2026** •	*Jeff Chambers & Jeremy Nichols*	*Ongoing*

NEW EMPLOYEE SAFETY ISSUES/DISCUSSION:

1. E-bike/e-scooter use on school campuses

2. How does staff report safety concerns

D. DISTRICT SAFETY EXISTING ITEMS:

	Responsible Party	Status (Due by)
Safety, Security, and Technology Upgrades/Safe and Welcoming Schools **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. • 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. **10.21.2026** •	*Jeff Chambers & Jeremy Nichols*	*Ongoing*
Standard Response Protocol **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. **10.21.2026** •	*Jeremy Nichols*	*Ongoing*
Environmental Testing **9.16.2026** • Quarterly inspections have begun. **10.21.2026** •	*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. **10.21.2026** •	*Jeremy Nichols & Zac Nicol*	*Ongoing*

NEW DISTRICT SAFETY ISSUES/DISCUSSION:

1.
2.

NEXT MEETING: November 18, 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.*