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

District Safety Committee – Employee Safety Minutes

October 21, 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 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** • Twelve injury reports were reviewed. A staff member had a medical emergency while at work. The employee did not fall or have any injuries resulting from this. • An employee was running to keep a student inbound of the school and hurt their foot. No work time was lost. • A toe injury occurred while organizing curriculum. A peg was loose and the shelf fell and landed on the employee's toe. The shelf has been fixed. • An employee fell while collecting calculators. No tripping hazards contributed to the fall. • Two staff members received a shock while opening a refrigerator door on different dates. The first employee wasn't concerned and didn't report being shocked. After the second employee was shocked, they reported the concern. Maintenance staff unplugged the equipment and removed from service until repairs were completed. • An employee was using the stairs when they rolled their ankle and fell. No maintenance concerns were identified. The incident appears to have been accidental. • An employee was moving heavy furniture and has reported their elbow hurting. A possible cause is repetitive use. There are chair movers and dollies available to assist with moving heavy furniture. • A staff member reported their knee hurting on high activity days and has not sought medical treatment. • An employee was injured when a volleyball stand fell and hit them in the head. Employee reported moving too quickly and rushing to get task done. • A staff member tripped on the front steps while entering a school. Their hand was scraped as a result. The incident appears to have been accidental. • An employee received a cut to their finger while wearing gloves. The injury occurred during routine kitchen duties.	*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*

	Responsible Party	Status (Due by)
• Committee members brought safety concerns forward, after the school shooting in Bend, OR. • The safety committee voted on and approved the bylaws. • E-bike and e-scooter use on school campuses remains an ongoing concern. The district can provide safety reminders to students and families; however, enforcement of traffic and vehicle laws falls under the authority of local law enforcement agencies. • Safety concerns should still be reported through the safety form online, by notifying the safety committee members or to a direct supervisor.		
OSHA Updates **9.15.2026** • The OSHA investigation has been completed, and the district has received the final report. **10.21.2026** • A new OSHA complaint has been reported. Members discussed the various avenues available for reporting concerns and emphasized the importance of being mindful of investigators' time. The committee also noted the need to approach the reporting process thoughtfully and responsibly.	*Jeff Chambers & 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 **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** • District Office and Operations employees practiced reunification protocols in a training held on Thursday, October 15th. • Multiple security concerns at school sites have been brought forward. Including the following: window coverings, SRO officers present at primary sites and bullet proof glass. In addition, proper locking doors on spaces used for lockdown drills and keys. • The 2025 bond includes safety and security projects across the district, including additional secure entry improvements, building perimeter access	*Jeff Chambers & Jeremy Nichols*	*Ongoing*

	Responsible Party	Status (Due by)
control, expanded intrusion limiting glass, primary school perimeter fencing, video monitoring upgrades, communication systems upgrades, and window coverings. • The district also has two resource officers placed at West Linn High School and Wilsonville High School. Officers will respond to any need on each side of the district. • Jeremy is continuing to meet with principals to review EOP'S.		
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** • Nothing to report at this time.	*Jeremy Nichols*	*Ongoing*
Environmental Testing **9.16.2026** • Quarterly inspections have begun. **10.21.2026** • There are no new updates to report.	*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** • There are no new updates to report.	*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.*