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

District Safety Committee – Employee Safety Agenda

November 18, 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 **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. **11.18.2026** •	*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. **10.21.2026** • 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. **11.18.2026** •	*Jeremy Nichols*	*Ongoing*

	Responsible Party	Status (Due by)
OSHA Updates **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. **11.18.2026** •	*Jeff Chambers & Jeremy Nichols*	*Ongoing*

NEW EMPLOYEE SAFETY ISSUES/DISCUSSION:

1. Committee needs to vote on small edits to the bylaws.

2. Several additional safety and security concerns have been brought forward by WWEA.
    - Outside doors do not have covers.
    - Can longer blind wands be installed?
    - Perimeter fencing timeline.
    - A light in classroom is not functional. What is the timeline to repair this?
    - Why do we huddle together with students in one place?
    - Is there an update to the perimeter fencing timeline?
    - Teachers are unable to lock classroom doors quickly during lockdown drills
    - Can classroom doors be locked during the day for security and to save time in a lockdown emergency?
    - Is it possible to reduce the number of fire drills?
    - When drills are unannounced this disrupts learning for the rest of the day.
    - Some parents have given their students approval/instruction to leave campus (run away) in the event of a lockdown. Is this a possible pre-emptive conversation with families?
    - Schools are requesting a visit from Jeremy to answer questions and clarify around security and safety concerns.

D. DISTRICT SAFETY EXISTING ITEMS:

	Responsible Party	Status (Due by)
Safety, Security, and Technology Upgrades/Safe and Welcoming Schools **9.16.2026** • 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 control, expanded intrusion limiting glass, primary school perimeter fencing, video monitoring upgrades, communication systems upgrades, and window coverings. The	*Jeff Chambers & Jeremy Nichols*	*Ongoing*

	Responsible Party	Status (Due by)
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 continues to meet with principals to review EOP'S. **11.18.2026** •		
Standard Response Protocol **10.21.2026** • Nothing to report at this time. **11.18.2026** •	*Jeremy Nichols*	*Ongoing*
Environmental Testing **10.21.2026** • There are no new updates to report. **11.18.2026** •	*Zac Nicol*	*Ongoing*
Quarterly Inspections **10.21.2026** • There are no new updates to report. **11.18.2026** •	*Jeremy Nichols & Zac Nicol*	*Ongoing*

NEW DISTRICT SAFETY ISSUES/DISCUSSION:

1.
2.

NEXT MEETING: December 16, 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.*