

**SAFETY COMMITTEE MEETING
SPECIAL MEETING
BOARD OF TRUSTEES
TOWNSEND SCHOOLS K-12 DISTRICT #1
LIBRARY COMMUNITY ROOM
TUESDAY, NOVEMBER 27, 2018, 6:00 PM**

A Safety Committee Meeting took place on this date with the following board members present: Kevin McDonnell, Vanessa Flynn, Jason Noyes, Todd Olson (Shaun Scott – absent) and others: Ed Shindoll, Mike Koehnke, Lisa Larson, Britney Bancroft, Wynn Meehan, Julia Crook, Jamie Lawson, Brandon Harris, Jim Riddle, Brad Racht, Sheri Heavrin, Erik Wilkerson and Pam Watson.

ATTENDANCE

Mr. Koehnke handed out the possible hazards identified by the County DES. This list is to help identify the broad spectrum of the threats to the community and to the school. The committee reviewed the Crisis Procedure Manual to determine which of these hazards should be included in the Townsend School Crisis Procedure Manual.

CRISIS PROCEDURE
MANUAL

The group reviewed all of the sections of the Crisis Procedure Manual and had discussion for changes and additions to the plan. They also discussed current safety issues to be addressed. Outside doors will be numbered for emergency services. This meeting was adjourned at 7:05 pm.

ADJOURNMENT

Mr. McDonnell called the special meeting to order at 7:10 to review all RFQ's received for the Bus Barn project. In attendance were the Board Members (Shaun Scott – absent) and Ed Shindoll, Jim Riddle, Sheri Heavrin, Erik Wilkerson and Pam Watson.

BUS BARN PROJECT

The Board reviewed the qualifications of the four companies that submitted RFQ's (Request For Qualifications) for the Bus Barn project: L & L Pole Barns, Montana Post and Pole, Yellowstone Basin Construction, and Dick Anderson Construction. Superintendent Wilkerson stated that references were all favorable. The Board discussed the timeline for this alternative project delivery with the schedule being a little behind the original plan. Jason Noyes made a motion to accept and approve the qualifications of all four contractors that submitted RFQ's. They will receive the RFP and will submit their proposals according to the RFP timeline created at the next meeting. Todd Olson seconded the motion. All voted in favor. The Board reviewed a draft Bus Barn Request for Proposal. Members will all review and give suggestions for the base RFP and any alternates. The meeting adjourned at 8:10 p.m.

BUS BARN RFQ'S

ADJOURNMENT

Kevin McDonnell – Vice Chairman Pam Watson – District Clerk