



## **5.22.2023 Agenda Special Committee Meeting of Trustees Safety Committee**

The special committee meeting of the Board of Trustees of School District #35 has been scheduled for **May 22, 2023 at 3:20 P.M. in the science classroom.**

### **Call to Order**

**Presiding Trustee's Explanation of Procedures (Excerpt from GGS Policy #1441 Audience Participation)  
Public Comment - Non Agenda Items**

**Minutes: Approve Minutes from March 20, 2023 meeting**

### **Discussion**

- a. Sam Klompien – Possible funding sources

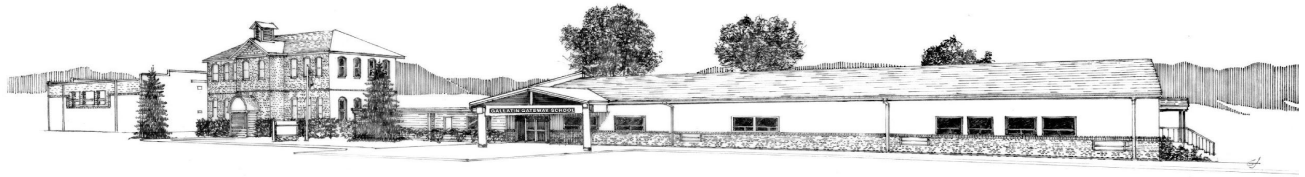
### **Old Business**

- a. Fire Drill Update – Kelly Henderson
- b. Classroom flip chart update
- c. Emergency Management Plan update
- d. Emergency backpack update
- e. Sidewalk/crossing walk update
- f. Security camera update

### **New Business**

- a. Upcoming shelter-in-place drill – Superintendent Henderson
- b. Active shooter training – Superintendent Henderson
- c. Secure Education Consultants security assessment of GGS facility

**Adjournment until Fall 2023**



**3.20.2023 MINUTES  
SPECIAL COMMITTEE MEETING  
SAFETY COMMITTEE  
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

---

**Attendees:**

Mary Thurber  
Erica Clarke  
Samantha Klompfen  
Hailee Olsen  
Dan Mayland  
Kelly Henderson  
Guest: Nancy Topel

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Presiding Trustee's Explanation of Procedures**
- 4. Public Comment – Non Agenda Items**
  - a. None
- 5. Minutes: Approve Minutes from February 13, 2023 meeting**
  - a. Hailee Olsen Moved
  - b. Erica Clarke Second
  - c. All approved
- 6. Discussion**
  - a. Bozeman School District #7 bomb threat incident (March 6, 2023): Ms. Henderson explained that several schools in Gallatin County received bomb threats which prompted the closure of the Bozeman School District on March 6, 2023. Gallatin Gateway School did not receive any threats; therefore, we did not close school nor did we do any additional search throughout the school.
  - b. External security cameras: The Committee asked Ms. Thurber to work with Mike Coon on assessing and proposing an upgraded security camera system for Gallatin Gateway School.
  - c. AED Maintenance: Per the AED Plan, regular maintenance of the two devices located at Gallatin Gateway School as well as training of staff is necessary. Nurse Bethany Metcalf maintains the AED's on a monthly basis (last maintenance was March 20, 2023). AED responders receive regular proficiency evaluations with their CPR certification. Erica Clarke will ensure that the Gallatin Gateway Fire Department and Gallatin County Sheriff Department receive the updated AED Plan.

## **7. Old Business**

- a. Update on Emergency In-Class Flipchart: Ms. Thurber's edits are posted along with the rough draft of the flipchart on google docs. Committee members have been requested to submit their edits by April 15, 2023 so that we can send the flipchart off to the printer.
- b. Update on Emergency Management Plan: Ms. Thurber encouraged all Committee members to submit edits (the Emergency Management Plan is posted on google docs). This document will be reviewed after the flipchart has been sent to the printer.

## **8. New Business**

- a. Emergency backpacks: The Committee decided to have two types of emergency resources in the classroom: 1) an emergency "to go" backpack that the teacher will take upon evacuation from the classroom, and 2) stationary emergency supplies that will stay in a classroom closet. These resources will be available in case a lengthy lockdown is necessary. It was decided that the emergency backpacks do not need to contain class rosters or medical forms. As part of its emergency procedures, the Gallatin Gateway School Administration will be the custodian of these documents.
- b. Fire Drill. The next fire drill (involving fire and police first responders) will be held April 4, 2023 at 9 am. First responders, as part of the drill, will address students to reinforce the importance of emergency drills.
- c. Dismissal procedure. The procedure for the dismissal of K-5 students will be reviewed by staff and teachers with the goal of implementing a new protocol in the Fall, 2023. It no longer needs to be part of the Safety Committee agenda.
- d. Rural Improvement District. Ms. Thurber met with two staff members from Morrison-Maierle to talk about the possibility of establishing a Rural Improvement District (RID) in Gallatin Gateway. The RID would then be used to fund infrastructure improvements such as sidewalks along Mill Street. It was decided that the RID would not work due to size constraints (the area around the sidewalk construction has no voters in it). Ms. Thurber is going to pursue other possible funding ideas.

## **9. Adjournment**

---

Mary Thurber, Trustee

---

Brittney Bateman, District Clerk

**Classroom Emergency Kit**  
**Version 2.0**  
**April 12, 2023**

**“Go Kits”**

A self-contained and portable stockpile of emergency supplies, often placed in a backpack and left in a readily accessible but secure location so that it is ready to “go.”

Replace current backpacks with larger size for adults.

- List of school emergency procedures
- 1 whistle
- 1 reflective vest
- 1 Flashlight with batteries
- 2 bandanas
- 3 water bottles
- 5 small dixie cups
- 2 trash bags
- 1 tweezer
- 1 scissors
- 1 First aid kit
- 1 bag of nosebleed clips
- 5 regular tampons
- 5 feminine hygiene pads
- 1 travel pack of Kleenex
- 1 waterproof document pouch
- 1 writing tablet
- 1 permanent marker
- 2 pens
- Green/Red Cards

**In class Emergency Kit (would not leave the classroom)**

Schools should store emergency supplies in case its students and staff are required to remain in their classroom or at the school due to an emergency. All supplies should be securely stored in an accessible location. They should be labeled, protected and maintained.

- For minor medical situations
  - Various sized bandages
  - 1 box of vinyl exam gloves
  - Variety of gauze pads
  - 2 containers antibiotic ointment

- 1 box cleansing wipes
- 3 cold compresses
- 1 discrete period bag (5<sup>th</sup>-8<sup>th</sup> grades)
- 1 box of feminine hygiene pads (5<sup>th</sup>-8<sup>th</sup> grades)
- 1 box of regular tampons (5<sup>th</sup>-8<sup>th</sup> grades)
- Burn salvo (in art room)
- For warmth and shelter
  - 8 ft x 10 ft tarp/ground cover
  - 3 fleece or military grade wool blankets
  - 2 rolls duct tape
- For communication and light
  - 1 whistle with lanyard
  - 1 flashlight with two sets of batteries
  - 2 12-hour light sticks
- For maintaining proper hydration
  - 26 (1-2 cases) 4 oz water pouches
- For maintaining calories
  - Food bars
  - Hard candies
- For maintaining proper sanitation
  - 1 5 gallon toilet bucket
  - 1 snap-on toilet seat
  - 12 biowaste toilet bags
  - 12 toilet deodorizer packets
  - 2 toilet paper rolls
  - Disinfectant wipes
  - 2 trash bags
- Other
  - Easy window breaker
  - Door arm sleeve
  - Student activities

### **In-Main Office Additions**

- For Search and Rescue
  - 1 pair of palmed work gloves
  - 1 pair of safety goggles
  - 1 pry bar
  - 1 Leatherman or similar multiuse tool
  - 1 box of dust masks
- For Communication and Light
  - 1 emergency NOAA radio with batteries