



The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.

Board of Trustees – Facilities & Maintenance Committee Meeting

Monday, September 12th, 2022 – 12:00 p.m.

Lincoln Conference Room and Microsoft Teams

Members of the public are able to attend remotely by clicking here:

[Click here to join the meeting](#)

We ask that all participants mute their microphone until called upon by the Board Chair for general and/or specific public comments. Upon completing public comment, please ensure that your microphone is again muted.

AGENDA

- I. CALL TO ORDER/INTRODUCTIONS
- II. REVIEW OF AGENDA
- III. **GENERAL PUBLIC COMMENT:** *This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.*
- IV. REVIEW OF 08.23.22 COMMITTEE MEETING MINUTES
- IV. NEW BUSINESS
 - A. SMA Facilities Master Plan Update & Next Steps Discussion
 - B. HSD Safety Assessment Update
 - C. Elementary Bond Spend Down Update
- V. BOARD COMMENTS
- VI. ADJOURNMENT



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Board of Trustees – Facilities & Maintenance Committee

Lincoln Campus and via Microsoft Teams

Tuesday, August 23rd, 2022 – 10:30 a.m.

MINUTES

ATTENDEES

Trustees: Others:

Luke Muszkiewicz, Committee Chair
Siobhan Hathorn, Committee Member
Kay Satre, Committee Member

Rex Weltz, Superintendent
Janelle Mickelson, Business Manager
Josh McKay, Assistant Superintendent
Rob Brewer, Facilities Manager
Barb Ridgway, Chief of Staff
Brian Cummings, Assistant Superintendent
Gary Myers, Director of Educational Technology
Candice Delvaux, Executive Assistant
Karen Ogden, Communications Officer
Joslyn Davidson, Curriculum Administrator
Jane Shawn, HEA President
Ali Martin, SMA Architects
Tim Meldrum, SMA Architects
Klint Fischer, SMA Architects
Carley Smith, SMA Architects
Philip Riedel, NAC Architecture

I. **CALL TO ORDER**

Committee Chair Luke Muszkiewicz called the meeting to order at 10:36 a.m.

II. **GENERAL PUBLIC COMMENT**

No comments were offered.

III. **REVIEW OF AGENDA**

No changes were made to the agenda.

IV. REVIEW OF MINUTES

Minutes from the 06.13.22 Facilities and Maintenance committee meeting were reviewed and approved.

V. NEW BUSINESS

A. Facilities Master Plan Discussion

Attendees at the meeting introduced themselves and expressed their excitement about creating an updated facilities master plan and the importance of this document to the Helena School District and the community. Attendees included guests from the Helena School District Facilities and Maintenance Committee, Helena Public Schools Central Office Administration staff, staff from SMA Architects, and Philip Riedel from NAC Architecture.

The group moved on to discuss the master plan philosophy. The facilities master plan is a living document that should be reviewed at least yearly. Different outside forces can affect the plan, so it is important to adjust the plan accordingly. The trustees and Superintendent Rex Weltz discussed that this is what our students and staff deserve, we need to have support from the community to make this plan successful, and communication and transparency is extremely important throughout this process. It was also mentioned that every student and staff member need to have healthy and workable spaces, and the master plan will guide the district going forward for deferred maintenance projects and building projects.

Attendees from SMA Architects and Philip Riedel from NAC Architecture discussed the goals from the RFQ including developing a comprehensive long-range facilities master plan that addresses the facilities of the district over the next 5, 10, and 15 years to support and achieve the educational vision outlined in the 21st Century Educational Model of Education. Another goal is to develop and implement a community-based public participatory process to address shareholders' concerns and solicit input regarding district facilities and properties. The third goal is to identify facility needs based on the most recent demographic forecasts, enrollment projections, and technological and curricular trends. A fourth goal is to identify and evaluate costs and benefits of a broad array of options to meet current and projected facility needs. The fifth goal is to develop and provide options and alternatives, including construction, sale/trade/purchase, remodel, and/or maintenance, regarding facilities and properties owned and operated by the district. The sixth goal is to facilitate committee process to bring consensus among comprehensive long-range facilities master plan committee members on selection of the most beneficial recommendations. The last goal states upon approval by the Board of Trustees action plans will be developed to support implementation of the approved recommendations.

The group moved on to discuss 21st Century Educational Model Goals including having flexibility and a variety of spaces in buildings, having trauma informed design, space for the community to use, outdoor learning spaces, reimagined libraries, updated cafeteria design, partnership with

mental health community organizations, focusing on safety and security, thinking about future needs, and making sure the end result resonates with the community of Helena and reflects who we are as a school district.

The group moved on to discuss scope, work plan, schedule review, and next steps for the project. Next steps would include a visioning meeting with core stakeholders and soon after that a greater community meeting. Phase 1 of the project would include data collection and analysis, community input, and site-based planning. Phase 2 includes the development of comprehensive long-range facilities master plan options, requirements, and options. Phase 3 would include the adoption and implementation of the comprehensive long-range facilities master plan. The group concluded by discussing a proposed timeline for completion of the project would be next summer or fall.

VI. BOARD COMMENTS

There were no Board comments.

VII. ADJOURNMENT

Committee Chair Luke Muszkiewicz adjourned the meeting at 12:02 p.m.

Elementary Bond Spend Down Update

Completed Projects:

Jim Darcy Fencing

Projects In Progress as of 9/13

Hawthorne Door Replacements

Rossiter Door Replacements

Four Georgians Door Buzzers (\$10,246)

CRA Door Buzzers (\$21,750)

HMS Door Buzzers (\$25,768)

Rossiter Door Buzzers (\$19,030)

Warren Door Buzzers (\$10,557)

HMS FOB Doors (\$47,730)

Door Licensing (\$4,208)

Remaining funds to be spent on additional FOB doors, Cameras, and Controls