



*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

Lincoln Campus and via Microsoft Teams

Monday, September 12th, 2022 – Noon

# MINUTES

### ATTENDEES

*Trustees: Others:*

Luke Muszkiewicz, Committee Chair  
Siobhan Hathorn, Committee Member  
Terry Beaver, 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  
Todd Verrill, Facilities Director  
Gary Myers, Director of Educational Technology  
Karen Ogden, Communications Officer  
Jane Shawn, HEA President  
Ali Martin, SMA Architects  
Klint Fischer, SMA Architects

#### I. **CALL TO ORDER**

Committee Chair Luke Muszkiewicz called the meeting to order at 12:01 p.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 08.23.22 Facilities and Maintenance committee meeting were reviewed and approved.

## **V. NEW BUSINESS**

### **A. SMA Facilities Master Plan Update & Next Steps Discussion**

The committee discussed the Facilities Master Plan. Luke Muszkiewicz, Committee Chair, mentioned that representatives from SMA Architecture would attend the monthly Facilities and Maintenance Committee meeting to update the committee on the progress of the Facilities Master Plan. Trustee Muszkiewicz, Trustee Hathhorn, Superintendent Wertz and other central office staff are working on compiling a list of key community stakeholders, and once that list is finalized it will be brought to the Facilities and Maintenance Committee for review.

Klint Fischer and Ali Martin with SMA Architects gave an update on the Facilities Master Plan. Mr. Fischer and Ms. Martin shared updated dates for Phase 1: data collection and analysis; community input and site-based planning and determining facility needs associated with the 21<sup>st</sup> Century Model of Education. Mr. Fischer discussed items of information that his team needs from the Helena School District including invoicing information, a demographic study, latest district enrollment information, facility school plans that have classroom and teaching spaces identified and similar information for each facility site. Mr. Fischer said his team understands if the information requested is not readily available, SMA will help participate in gathering the requested information. Mr. Fischer discussed that once key community stakeholders are identified then the committee can decide when the meetings will take place with the community stakeholders. Mr. Fischer mentioned that the scope of work and schedule document is a living document that SMA will update monthly to track their progress. SMA is developing two surveys- a staff input survey and an administration level survey- that could potentially take place in October.

In conclusion, Mr. Fisher discussed next steps including the need to identify all potential district partners and identified community partner sector outreach meetings (high ed, healthcare, city/county government, non-profit organizations, local business, etc..). There will also be key stakeholder engagement, specialized facilities staff/user engagement, current/potential government and community partner engagement, and student advocacy and community group engagement.

### **B. HSD Safety Assessment Update**

The committee moved on to discuss the HSD Safety Assessment Update. Superintendent Rex Wertz discussed that the Helena School District would be having a safety and security assessment completed at the end of September. The safety assessment will be performed by Secure Education Consultants (SEC). Their team will assess both high schools, both middle schools, one of the newly constructed elementary schools and an older elementary school.

**C. Elementary Bond Spend Down Update**

Gary Myers, Director of Educational Technology, gave the committee an update on the elementary bond spend down. Projects in progress as of September 13<sup>th</sup> include Hawthorne door replacements, Rossiter door replacements, Four Georgians door buzzers, CRA door buzzers, HMS door buzzers, Rossiter door buzzers, Warren door buzzers, HMS FOB doors, and door licensing. The Jim Darcy fencing project is complete, and remaining funds will be spent on additional FOB doors, cameras, and controls.

**VI. BOARD COMMENT**

Committee Chair Luke Muszkiewicz expressed his appreciation for all the work that was done over the summer to get the schools ready for the students. Trustee Muszkiewicz also expressed the importance of keeping the public informed of our facility needs and how we are investing in our facilities.

**VII. ADJOURNMENT**

Committee Chair Luke Muszkiewicz adjourned the meeting at 12:59 p.m.