



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

May Butler Campus and via Microsoft Teams

Wednesday, May 12, 2021 – 12:00pm

MINUTES

ATTENDEES

Trustees: Others:

Terry Beaver, Committee Chair	Tyler Ream, Superintendent
Libby Goldes, Committee Member	Josh McKay, Assistant Superintendent
Siobhan Hathhorn, Committee Member	Barb Ridgway, Chief of Staff
	Kalli Kind, Facilities Director
	Janelle Mickelson, Business Services Administrator
	Stacy Collette, Human Resources Director
	Tim McMahon, Activities Director
	Gary Myers, Director of Educational Technology
	Rex Weltz, Incoming Superintendent
	Several members of the public

I. CALL TO ORDER

Committee Chairperson, Terry Beaver, called the meeting to order at 12:01pm.

II. GENERAL PUBLIC COMMENT

No comments were offered.

III. REVIEW OF AGENDA

No changes were requested to the agenda.

IV. REVIEW OF MINUTES

Minutes from the 12.15.2020 committee meeting were reviewed.

V. NEW BUSINESS

A. Administration Relocation to Lincoln Campus

Mr. Weltz provided the committee with historical context of the decision to relocate administrative staff – currently at the May Butler Center – to the Lincoln Campus by August 1, 2021. Contributing factors included:

- The May Butler Center was out of room: some team members are still working remotely because there is no available office space for them, and others are in areas without windows. Additionally, there are no opportunities for additional staff to work within the building.
- The Lincoln Campus provides opportunities to conduct business more efficiently: there will be additional meeting space, a board room, and a professional development meeting space.
- Each full-time office space at the Lincoln Campus will have windows.

Ms. Kind listed additional attributes of the Lincoln Campus for the committee. The library will become a board meeting, there will be multiple meeting spaces, the OT/PT motor pool will be located with the administrators. She added all the work was being completed by the facilities department, so the cost would be minimal – essentially materials. Mr. Weltz added the IT and curriculum departments will be located in the modular off the Lincoln building.

Ms. Goldes voiced her support for the relocation, adding what's best for students meant the people supporting students had adequate workspace. She said this indicated a need for a long-term facilities plan.

Ms. Hathhorn agreed with Ms. Goldes. She asked if the Lincoln Campus had air conditioning. Mr. Weltz replied the building needed ventilation, a significant Covid mitigation strategy, and AC would be included in the new ventilation system. He added it was permissible to use ESSR3 funds to enhance the amount of square footage in the district.

Mr. Myers confirmed connectivity would be sufficient, adding there will be a projector in the gym, which could be utilized as overflow for board meetings or professional development trainings.

Dr. Ream asked if there would be co-op space. Ms. Kind confirmed there would be. While her priority was ensuring all full-time employees had windows, there were smaller collaboration spaces around the building if anyone needed a temporary office or a small meeting space was required.

Mr. Beaver asked why a relocation to the Front Street Center was not being considered. Ms. Kind answered the space was much smaller, would not allow for as much office/collaboration space, and would necessitate a displacement of students. Mr. Beaver recommended moving PAL to the May Butler Campus and said he needed a comparison of the square footage between the May Butler Center and the Lincoln Campus, and the number of people assigned to work in the May Butler

Center before coming to a decision. Mr. Beaver asked how the classrooms would be divided at the Lincoln Campus. Ms. Kind answered there would be three-four spaces per classroom and provided a diagram.

Mr. Beaver asked why Mr. McMahon would not be relocating. Mr. McMahon replied he had been asked, but his current location provided sufficient storage for his three programs' supplies and a locked facility for the track van and drivers education cars. He added his assistants were in that space, and he was able to assist the PAL principal when necessary.

Mr. Beaver said that if the district was consolidating, Mr. McMahon should be in the Lincoln Campus. He asked for locations of other district support services.

Mr. Beaver asked for an appraisal and square footage of Lincoln, Front Street, and the May Butler Center.

Ms. Goldes said she was hesitant to focus on consolidation until the comprehensive long-term plan had been discussed.

Ms. Hathhorn added the district needs to take care of students, teachers, and administrators, so everyone has a workable space. She voiced concern over jumping into one project without examining a master plan.

Mr. Beaver voiced concern over having necessary space for an added Pre-K program; there was a need for classroom space. Mr. McKay responded that any addition of a Pre-K program would work best at each school's campus.

Mr. Beaver asked if the warehouse would be relocated. Ms. Mickelson replied the warehouse was not being utilized; it no longer supported the staff.

Mr. Beaver asked what contract work would be done other than ventilation. Ms. Kind answered a line would need to be run for network connections and a little electrical work.

Mr. Beaver asked if ESSR3 funds were available to schools. Ms. Mickelson replied if the purchase was approved, the district could use those funds.

B. City Easement Requests and Sidewalk Citations

Ms. Kind reminded the committee that easements across district properties limited future use of the property. She had been approached by the city manager for an easement through Kessler's parking lot.

Mr. Beaver requested an update on the easement through the Helena High practice field. Ms. Kind replied there were currently two utility lines running across the property and the city would like to update them. Ms. Kind added she would prefer the lines be in the streets.

The district received sidewalk citations from the city. A community group conducted a walking audit through the 6th Ward and issued code violations for cracks in the sidewalks around Helena High. Ms. Kind added she spent over \$100,000 last summer repairing sidewalks but was not in a position to repair all of them. She plans to apply for grant funding for as many repairs as possible.

The committee discussed a return to a monthly meeting schedule – specifically the first Monday of each month. Ms. Hathorn recommended prioritizing the establishment of a plan before moving forward on a lot of projects. Ms. Kind added she was working with a contractor to put together a deferred maintenance backlog for the district. That will be help understand maintenance costs and capital costs associated with the facilities.

VI. BOARD COMMENT

No additional comments were offered.

VII. ADJOURNMENT

Mr. Beaver adjourned the meeting at 1:05pm.