



**MONTGOMERY AREA SCHOOL DISTRICT
DISTRICT-WIDE FACILITY STUDY**

CRA Project No. 3545

In Attendance:

Representing

Tony Wright., School Board President	Montgomery Area School District (MASD)
Paul Stryker Jr., School Board Member	Montgomery Area School District
John DeSantis, School Board Member	Montgomery Area School District
Daphne Bowers, Superintendent	Montgomery Area School District
Grant Evangelisti, Business Manager	Montgomery Area School District
Mike Snyder, Athletic Director	Montgomery Area School District
James Brecht, Director of Buildings and Grounds	Montgomery Area School District
Joe Stoudt, High School Principal	Montgomery Area School District
Karen Snyder, Elementary Principal	Montgomery Area School District
Scott Cousin, Principal/Senior Project Manager	Crabtree, Rohrbaugh & Associates (CRA)
Randy Davis, Principal/Director of Marketing	Crabtree, Rohrbaugh & Associates

On the above date at 5:00 pm, a meeting was held at the administrative offices of the Montgomery Area School District to kick-off the district-wide facility study. The following represents the writers understanding of the issues and pertinent items of discussion at the meeting.

Public Engagement

1. A discussion was held regarding public involvement and input throughout the study.
2. It was discussed that a steering committee would be formed and include member of the public and key stakeholders of the district. Progress meetings would be held throughout the study process with the committee to disseminate information and gather input.
3. Larger public presentations will be made at key milestones during the study.
 - a. It was suggested that one public meeting should include a tour of the existing buildings to convey the ‘behind the scenes’ conditions.
 - b. It was recommended that a public meeting cover how education has evolved over the years and in turn what 21st century educational environments look like and incorporate.
 - c. Live online surveys will be used during meetings to gather input from the public.
4. It was noted that the MAC has a lot of exposure to the public and can be a venue to disseminate information or gather input.

Facility Study Process

5. An overview of the facility study process was given highlighting the following steps:
 - a. Defining of Goals (Guiding Principles)
 - b. Gathering of Information

- c. Analyzation of Data
 - d. Determination of Needs
 - e. Development of Options
6. The following information will be gathered at the onset of the study:
- a. Current and historic enrollment for the past 5 years
 - b. Utility Bills for all owned building for the past 12 months
 - c. Existing condition drawings
 - d. District demographic information
 - e. Educational program overview
 - f. Building condition Assessment (documentation of existing conditions and existing use of space).
7. It was noted there are plans to build +/- 300 homes on a former golf course in Brady Township. It was also noted that a factory creating +/- 140 jobs may be built soon. All 4 municipalities will be contacted to establish if any major developments are planned.
8. Once the information is gathered, it will be analyzed to determine the current and future need of the district. Those needs fall into the below categories:
- a. Facility Needs – Are the components and systems of the existing facilities up to current standards?
 - b. Educational Needs – Do the existing facilities meet the needs of the educational program?
 - c. Space Needs – Are the existing facilities sized to meet the current and future projected student enrollment?
9. Once the needs are established, options will be developed to meet those needs. Each option will include preliminary design drawings, cost estimates, and a schedule. The options will be evaluated against the goals established at the beginning of the study.

Guiding Principles

10. Methods of establishing goals and objectives through guiding principles were discussed. An exercise with the Steering Committee will be conducted to have the participants answer the question “Our Schools will be...”
11. The following items were initial input from the group on key goals and objectives:
- a. Cost effective design solutions are desired
 - b. Security is important
 - c. Ease of maintenance or materials and systems should be taken into consideration

Schedule

12. The schedule for the study was discussed and goal of having the study complete in the spring of 2022 for final review/input with the public. This will be followed with a decision by the board on an option to move forward with.

The above represents the writer's understanding of the issues discussed. Any misrepresentations or miscommunications in these minutes should be conveyed to Crabtree, Rohrbaugh & Associates within five (5) days receipt of these minutes.

Respectfully submitted,



Scott Cousin, AIA, LEED AP®
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Cc: Meeting Attendees