



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 and Maintenance Committee

May Butler Center

55 S. Rodney Ave

Monday, December 2, 2019 – 12:00p.m.

AGENDA

- I. **CALL TO ORDER / INTRODUCTIONS**
- II. **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.*
- III. **REVIEW OF AGENDA**
- IV. **REVIEW OF MINUTES**
11/04/19 Facilities and Maintenance Committee Meeting Minutes (attached)
- V. **ITEMS FOR INFORMATION/DISCUSSION**
 - A. **Demographics Study Update and Proposal**
Review 2016/2019 Comparison from McKibben Demographic Research LLC (attached)
Review and discuss the demographics study proposal from McKibben Demographic Research LLC (attached)
 - B. **Safety/Security Discussion**
Discuss immediate plans to enhance campus safety/security at Helena High and Capital High (attached)
Review and discuss draft package for a potential Safety and Security levy (Spring, 2020)
 - C. **Bond Update**
Update on remaining projects and fiscal alignment
- VII. **SUPERINTENDENT’S REPORT / BOARD COMMENTS**
- VIII. **ADJOURNMENT**

Next Meeting:

January 6, 2020 | MBC Conference Room



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Board of Trustees – Facilities & Maintenance Committee Meeting

May Butler Center | 55 S. Rodney Ave
Monday November 4, 2019 – 12:00pm

MINUTES – DRAFT

ATTENDANCE

Committee:

Terry Beaver, Committee Chair
Jeff Hindoin, Committee Member
Siobhan Hathorn, Committee Member

Others:

John McEwen, Trustee
Tyler Ream, Superintendent
Josh McKay, Assistant Superintendent
Barb Ridgway, Chief of Staff
Kalli Kind, Facilities Director

I. CALL TO ORDER/INTRODUCTIONS

Meeting was called to order at 12:02pm by Committee Chair, Terry Beaver.

II. GENERAL PUBLIC COMMENT

None was offered.

III. REVIEW OF AGENDA

No changes were requested.

IV. REVIEW OF MINUTES

No changes were requested.

V. ITEMS FOR INFORMATION/DISCUSSION

A. Demographic Study Updates and Timeline

Dr. Ream said that Jerome McKibben, who conducted the last demographic study, owed the district a follow up report on the 2016 demographics study based on a previously agreed upon contract. Dr. Ream said he would send Dr. McKibben enrollment data from the October pull date, along with the loss of enrollment due to the East Helena high school information, to use in

the follow up report. He said the results from the report would be shared with the committee at the December meeting.

Based on his conversations with Dr. McKibben, Dr. Ream said he anticipated the results of the new study prior to the January 14, 2020, board meeting. Mr. Hindoien asked for clarification that the presentation in January was separate from the follow up report. Dr. Ream confirmed, adding the follow up report was part of a previous contract. Ms. Hathhorn requested clarification that Dr. McKibben could complete both the follow up report and the new demographic study would be complete by January. Dr. Ream clarified that the follow up report would be completed by December, and the demographic study would be complete by January.

Dr. Ream referenced the previous Budget and Programs Committee meeting, in which the current attendance in the high schools was discussed. Dr. Ream noted that attendance at the high schools has remained relatively static since 2002. He added that while the East Helena high school has reported 124 students enrolled, the Helena district was unsure what percentage were from East Helena and which percentage were from other feeder schools for Helena High. Mr. McKay said he pulled data for the enrollment sheet from several sources, but enrollment has remained consistent around 7,900-8,100 for the last 20 years. He continued that the district will start rolling attendance forward, taking natural increases and declines into consideration. Mr. McKay said that when anticipating attendance at the high schools, the district will need to match enrollment at both middle schools to ensure similar enrollment, which may result in adjusting the boundaries between CR Anderson and Helena Middle School. Dr. Ream asked for an estimated capacity for Helena Middle School. Mr. McKay answered 800-850, but that would mean additional and smaller classrooms.

Mr. McKay said he would next look at projections by school, by grade, by year to determine demographics as far as possible with the existing data. Mr. McKay said future steps needed to address enrollment projections would include matching the number of full-time educators and the curriculum to the projected number of students. Dr. Ream requested confirmation that without a boundary change, Helena High School attendance was projected to dip below 1,000 students, affecting the number of full-time educators needed. Mr. McKay noted the number of variables affecting projected attendance at Helena High School.

Dr. Ream confirmed that the district would receive the new demographic study from Dr. McKibben prior presenting it to the board and community at the January board meeting. Mr. Hindoien asked if the elementary school boundaries were aligned with the middle school boundaries. Mr. McKay answered that they were except in the "tree streets." He added that the number of students in those streets would not be enough to significantly affect the anticipated discrepancy in high school enrollment. Ms. Hathhorn asked how many students lived in the "tree streets." Mr. McKay said approximately 10 kids/grade level.

Dr. Ream referenced the potential shift in financing for Access to Success. He said current attendees in the program must drop out of high school to attend, but the district was looking at the financial repercussions of changing that. Mr. McKay clarified that attendees in Access for Success, preschool, and Explore School had not been included in the enrollment document. Mr.

Beaver asked if most of the participants in Access to Success would have been Helena High School attendees, and Dr. Ream said they would have been.

Mr. Beaver asked for an estimate of the number of students from Montana City enrolled this year versus last year. Mr. McKay estimated a decrease of 25 students.

Ms. Hathhorn asked if the district could obtain data on whether students within the Helena school district were attending school elsewhere. Ms. Ridgeway answered that surrounding school districts hadn't been providing that information.

Ms. Hathhorn asked how many elementary students attended school in East Helena, voicing a community perception that a lot of Helena students were transferring to East Helena. Dr. Ream answered that a few students from Warren probably do based on the geographic proximity. Ms. Ridgeway added that the enrollment numbers were not supporting that perception. Mr. McEwen suggested the perception may be based on the students in the Mountain View Estates subdivision who were within Helena city limits but in the East Helena school district.

B. Bond Update

Ms. Kind said the facilities department was finishing and fine-tuning items at the new schools. She said the department was coordinating with CWG on the safety and security updates scheduled for next summer at Kessler, Hawthorne, Jefferson, and Ray Bjork. She said the district will be bidding those projects in January/February and will award the bids in April. Ms. Kind listed the updates at the four schools as:

- new phone systems and integration
- front entry security
- reader boards

Ms. Kind addressed the projected security updates to Hawthorne, saying there was a classroom directly under the current office. She recommended moving the existing classroom to a vacant classroom down the hall and creating an ADA accessible path to the classroom. She also recommended a covered area that would act as a first vestibule. She continued that the second vestibule, the front office, the principal's office, and a small nurse's office would be in the newly vacated classroom. Ms. Kind described this solution as being more cost-effective and more environmentally sound. Dr. Ream asked for clarification that the public entrance would be on the north side of the school, and Ms. Kind confirmed, adding it would bring visitors directly to the office. Dr. Ream asked if the east and west playground could be fenced off so visitors wouldn't have to walk through the playground. Ms. Kind answered the department could fence a walkway between the two playgrounds. Ms. Kind confirmed that parking would remain in the same area.

Ms. Kind said she plans on discussing the current bond with the District's Business Services Administrator to reconcile bond funds. She stated an estimate of \$800,000-\$1,000,000 left in the bond not attached to a project, some of which will be used for miscellaneous projects, including additional technology investments.

Mr. Hindoien asked if the IT learning components of the bond commitment had been fulfilled. Dr. Ream said the language in the bond was written in a way to provide flexibility of technology upgrades to benefit each school's needs, not just the three new schools.

Ms. Kind said the district has been repurposing furniture for schools across the district and those deliveries will continue next week. Mr. Beaver asked if all the designated FF&E had been encumbered. Ms. Kind replied that the district spent about 80% in the first round, and she had been worked with the three principals to determine what was still needed. Mr. Beaver asked for the dollar amount corresponding to the remaining 20%. Ms. Kind answered \$4,400,000.

Mr. Beaver referenced the design of the volleyball courts at Central School and Jim Darcy and said the middle pole connecting the two nets prevented the curtain from lowering completely to the floor. Ms. Kind said the gyms were designed to be elementary school gyms not to host simultaneous competitive games.

Mr. Beaver asked if the district was still interested in purchasing property around the schools. Dr. Ream answered not unless the prices dropped significantly.

Mr. Beaver asked for an update on the potential city projects of a water line through Kessler School's parking lot and a storm drain on Helena High's practice fields. Ms. Kind replied that she has presented a formal response to the city regarding Kessler School's parking lot. She said she was waiting to hear if the city was going to have a public meeting regarding the project. She added that the city wouldn't be able to proceed on either project without an easement.

Mr. Beaver asked for an update on the water line repair at Helena High. Ms. Kind replied that it went well.

VI. SUPERINTENDENT'S REPORT/BOARD COMMENTS

None offered.

VII. ADJOURNMENT

Meeting was adjourned at 1:09pm by Mr. Beaver. The next Facilities and Maintenance Committee meeting will be December 2, 2019.

Comparisons of 2015 Forecasts and 2019 Enrollment

McKibben Demographic Research



Below are two comparison tables related to forecasted enrollment numbers from 2015 and the actual 2019 October enrollment numbers. Negative numbers indicate situations in which the actual 2019 enrollment numbers exceeded the 2015 projections. Positive numbers indicate that projected numbers proved to be higher than the actual 2019 counts. Overall, our 2019 district-wide enrollment numbers are 55 students below the 2015 projection performed by McKibben Demographic Research.

- Please note that these numbers do not denote students that were transferred due to overflow situations.
- 2015 projections did not consider a loss of students to East Helena High School. Had East Helena not opened a high school, 2019 enrollment numbers would have exceeded the 2015 projection.

Grade-Level Comparison of 2015 Forecasts and 2019 Enrollment

	Actual 2019 October Enrollment	2015 Forecast of 2019 Enrollment	Difference	Percent Difference
K	597	584	-13	-2.2%
1	585	589	4	0.7%
2	545	582	37	6.8%
3	600	578	-22	-3.7%
4	578	574	-4	-0.7%
5	609	598	-11	-1.8%
6	652	622	-30	-4.6%
7	579	580	1	0.2%
8	555	541	-14	-2.5%
9	648	769	121	18.7%
10	711	710	-1	-0.1%
11	719	686	-33	-4.6%
12	620	635	15	2.4%
District Total	7,998	8,048	50	0.6%

School-by-School Comparisons of 2015 Forecasts and 2019 Enrollment

	2019 ADM Enrollment	2015 Forecast of 2019 Enrollment	Difference	Percent Difference
Broadwater	272	273	1	0.4%
Bryant	252	253	1	0.4%
Central	282	273	-9	-3.2%
Darcy	463	463	0	0.0%

Four Georgians	468	498	30	6.4%
Hawthorne	205	184	-21	-10.2%
Jefferson	287	283	-4	-1.4%
Kessler	254	233	-21	-8.3%
Rossiter	473	453	-20	-4.2%
Smith	280	300	20	7.1%
Warren	317	292	-25	-7.9%
ELEMENTARY TOTAL				
	3553	3505	-48	-1.4%
CR Anderson				
	1063	1043	-20	-1.9%
Helena	692	700	8	1.2%
MIDDLE SCHOOL TOTAL				
	1755	1743	-12	-0.7%
Capital				
	1349	1218	-131	-9.7%
Helena	1336	1582	246	18.4%
HIGH SCHOOL TOTAL				
	2685	2800	115	4.3%
DISTRICT TOTAL				
	7,993	8,048	55	0.7%

McKibben Demographic Research LLC

November 24, 2019

Mr. Tyler Ream, Superintendent
Helena Public Schools
55 South Rodney Street
Helena MT 59601

Dear Mr. Ream:

Please consider this letter a proposal for the following demographic work to be completed for the Helena Public Schools. The work will include the following:

1. Population estimates/forecasts for the years 2015, 2020, 2025 and 2030 by age, sex, and total population for the 11 elementary, two middle school and two high school attendance areas of the Helena Public Schools.
2. Enrollment forecasts by grade for the years 2020-2021 to 2029-2030, inclusive, for the 11 elementary, two middle school and two high school of the Helena Public Schools.
3. One executive summary/methodology/assumption description of the forecast along with demographic profiles of all elementary areas.
4. Geo-code the 8,000+ students from the fall 2019 ADM of the Helena Public Schools for the 11 elementary, two middle school and two high schools.
5. Produce two redistricting scenarios balancing the current and future enrollment in the district's middle schools and high schools

The total cost of this project will be \$21,500. If the school district would like to have a presentation of the forecast and redistricting results, there will be an additional \$1,200 charge per person per trip plus expenses. The project will be completed within eight (8) weeks of approval of contract and receiving the enrollment and student mapping data.

If this proposal meets with your approval, we can begin work upon notification and receipt of five (5) previous years of enrollment data by grade for each attendance area, including the September 2019 45 day enrollment numbers and one student file of 2019 students with addresses.

If you need additional information, please do not hesitate to contact me. Thank you for considering us for this project.

Sincerely,

Jerome N. McKibben Ph.D.
Senior Demographer

Safety and Security Deliverables

Helena Public Schools

Immediate High School Needs:

Efforts must be maintained to continually consider and enhance the safety and security of our high school campuses. While elementary and middle schools have/are being upgraded as a result of our recent K-8 bond, high school campuses remain a relative concern. In an effort to enhance campus safety and security at Capital High School and Helena High School, the below modifications are being planned, bid and considered.

- **Reduce Open, Unsupervised Entryways:** All of the exterior doors on each campus will remain locked with the exception of three common entrances which will be upgraded to ensure constant supervision. Each of the three common entrances will be upgraded with an auto-locking door. Doors will be programmed open during passing periods as supervision is scheduled at each of those times. Otherwise, these doors will remain locked. Visitors and/or entering students will be provided remote access (see example picture) via contact with the school's front office. School identification badges will become critical in requesting access.
 - Capital High School: Secure/lock all doors with the exception of the school's front entrance (south), the door leading to the student parking lot (west) and the door leading to the CTE buildings/labs (north). Each of these doors will be upgraded to the above-noted specifications.
 - Helena High School: Secure/lock all doors with the exception of the school's front entrance (south), the door leading to the student parking lot (northeast, near gym) and the main north entrance (near the cafeteria). Each of these doors will be upgraded to the above-noted specifications.
- **Reconfigure Front Offices to Provide Entryway Supervision:** Modifications will be required in order to reconfigure each high school's front office to provide supervision to their main entrances (south entryways). This will require modifying the walls currently separating the offices from their entryway lobbies through the construction of service/reception windows (see example image). This window will provide fulltime, line-of-sight supervision for students, staff and visitors.



Timeline: The Helena Public Schools plan to immediately bid and begin these enhancements. While not comprehensive, each upgrade will provide for improved supervision of school entryways. A specific budget and timeline for these projects will not be available until estimates are received.

Developing Safety and Security Package:

In an effort to substantially improve the safety and security of Helena High and Capital High (including PAL), the Helena Public Schools are working to develop a draft levy package in accordance with the recent enhancements to Senate Bill 92. In drafting this potential package, we are working to align safety and security upgrades from our recent K-8 bond as well as considering stakeholder feedback related to needed personnel.

The below section from Senate Bill 92, section 2, subsection 5, provides public school districts with the opportunity to create a subfund within the building reserve fund that is specific to school safety and security. As noted, these funds are to be generated via a specific, voter-approved levy and all expenditures must be in accordance with 20-9-236(1)(a) through (1)(e).

(5) (a) A subfund in the building reserve fund must be created for;

(i) the funds transferred to the building reserve fund for school safety and security pursuant to 20-9-236;
and

(ii) funds generated by a voter-approved levy for school and student safety and security pursuant to subsection (5)(b) of this section.

(b) A voted levy may be imposed with the approval of the qualified electors of the district to provide funding for improvements to school and student safety and security that meet any of the criteria set forth in 20-9-236(1)(a) through (1)(e). A voted levy for school and student safety and security may not be considered as outstanding indebtedness for the purpose of calculating the limitation in 20-9-406. The election for a voted levy for school and student safety and security must be conducted in accordance with the school election laws of this title, and the electors qualified to vote in the election must be qualified under the provisions of 20-20-301. The ballot for a building reserve proposition must be substantially in compliance with 15-10-425."

The below package consists of two distinct categories related to school safety and security. The first, facility upgrades, incorporates hardware upgrades recently added to HSD elementary and middle schools. These upgrades include magnetic hold-open hardware for interior doors, keyless hardware for exterior doors and reader boards for emergency school-wide communication. The second category includes the addition of needed personnel related to addressing student mental health needs (counselors) and school-based first responders (school resource officers).

Facility Upgrades – 20-9-236 (c and e)	Support Personnel – 20-9-236 (a)
<ul style="list-style-type: none"> · Magnetic hold-open doors for classrooms and internment hallways · Strategically placed, public reader-boards · Keyless entry hardware for all exterior doors 	<ul style="list-style-type: none"> · Hire additional high school counselors to reduce the average student/counselor ratio to 200:1 · Partner with the City of Helena to fully fund three of the four full-time School Resource Officers

The above draft levy package was developed through stakeholder feedback and will remain purposefully dynamic until fully considered by the HSD Board of Trustees. As elements are priced, levy items may be added, edited or removed. The purpose of this document is to begin public consideration of a safety and security levy package via the Facilities and Maintenance Committee (in association with the HSD Board of Trustees).