



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, October 3rd, 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 09.12.22 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES
- IV. NEW BUSINESS
 - A. SMA Facilities Master Plan Update
 - B. HPS Facilities Projects Update
- V. BOARD COMMENTS
- VI. ADJOURNMENT



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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 21st 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 13th 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.



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PROGRESS REPORT

Helena School District Facilities Master Plan – SMA Project #22-004

DATE: 2022-09-30

TO: Todd Verrill, Director of Facilities, Helena Public Schools
Luke Muszkiewicz, Chair, Facilities and Maintenance Committee

FROM: Klint Fisher, AIA, NCARB, Principal, SMA Architecture + Design

Tasks Accomplished Last Two Weeks:

1. SMA/NAC have received requested information regarding enrollment, demographics, deferred maintenance and building plans from Todd Verrill.
2. SMA/NAC have been compiling and organizing provided information into a master spreadsheet for analysis
3. On 09-29-2022 Klint Fisher attended the Facility Safety and Security Assessment walkthrough at Rossiter Elementary.
4. The SMA/NAC are developing strategies for District Administration and Staff surveys. Klint Fisher has been coordinating with Josh McKay and Brian Cummings and has a meeting scheduled for October 6th to review notes from their previous administration interviews.

Look Ahead:

1. SMA will be attending the 10-03-2022 Facilities and Maintenance Committee Meeting to provide an update on the status of the project.
2. SMA will be meeting with Josh McKay and Brian Cummings on 10-06-2022 to review from administration interviews.
3. Continued analysis of district enrollment history, trends and demographic information.
4. SMA/NAC will be working with Luke Muszkiewicz to finalize a date and time for the first Key Community Stakeholder Meeting. The team is targeting a mid-October meeting date.
5. SMA/NAC will be developing the goals and agenda for the first Key Community Stakeholder Meeting.



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Schedule, Meetings, & Deliverable Status:

1. Currently in Phase 1: Data Collection and Analysis; Community Input and Site-Based Planning
 - a. Scheduled for September 2022 – January 2023
2. Upcoming Meetings:
 - a. Facilities and Maintenance Committee Meeting – 10-03-2022 @ 12:00 Noon
 - b. Administration Interview Review – 10-06-2022 @ 12:00 Noon
3. Meetings to be Scheduled
 - a. Key Community Stakeholder Meeting – Targeting mid-October
 - b. District Information and Technology Meeting – TBD
 - c. District Deferred Maintenance and Facility Needs Meeting - TBD
4. Upcoming Deliverables:
 - a. Interim deliverable for Phase 1 to be determined.
5. Schedule Status:
 - a. The project is on schedule based on the Work Plan and Schedule presented at the 09.12.2022 Facility and Maintenance Committee Meeting.

Client Input/Action Items:

1. Finalize date and time for Key Community Stakeholders Meeting.
2. SMA/NAC will continue to reach out for additional data and information as needed, currently there are no outstanding requests

Other Project Updates:

1. None

Facilities and Maintenance Update

October 2022

Projects Last 6 Months:

Building and Reserve Projects:

- Lincoln, Jefferson, Four Georgians reroof
- Helena high gym floor refinish (warranty work ongoing to address punch list issues)
- CHS and Rossiter flooring replacement (select classrooms)
- CHS and HHS HVAC duct cleaning
- CR Anderson LED lighting upgrades (school-wide)

Maintenance projects:

- Jefferson interior repainting
- CHS natural gas line remount on shops
- HHS replacement auto lift
- HHS laser engraver installed at shop
- HHS duct repair after summer flooding (insurance claim)

Custodial Projects

- Gym floor resurfacing (strip and wax):
 - Smith
 - HMS
 - CRA Upper and lower gyms
 - Kessler
 - Jefferson
 - Warren
 - Four Georgians
 - Hawthorne
 - Capital
 - HHS Upper Gym
 - Central
 - Byrant
 - Jim Darcy
 - Rossiter
- HHS Band room carpet tile replacement

Facilities and Maintenance Update – October 2022

- HHS hallway tile replacement (as needed)
- All school's classroom and hallway cleaning (start of school year cleaning)

Safety and Security Projects:

- Smith fire escape recertification by Stahly Engineering
- Lead in schools – continued mitigation, install filters and signage
- Playground safety inspection training for paras and day custodians.
- Emergency dial code training with new principals and office staff.

AUGUST WORK ORDER COUNT: 649

Current Projects

- Vigilante Stadium ticket booths repainting
- Jim Darcy pavilion
 - In conjunction with JD PTO
- Shot clocks for HHS CHS Bryant and Central School
 - Awaiting parts
- Safety and Security Bond Projects:
 - Safety fences around Jim Darcy retention ponds
 - Door replacement at Rossiter and Hawthorne
 - Awaiting parts
- HHS pressure reducing valve
 - Pressure spikes damaged bottle fill stations
 - Awaiting parts
- Sprinkler and sod installations at HMS boulevard (Rodney Street)
- Winterization projects
 - Irrigation blow-out at all schools
 - Fall pruning

Projects Next 6 Months:

- CR Anderson partial roof replacement
 - Zones E, F, G, H
 - 29,310 sf
 - \$708,650 estimate
- Smith Elementary School gym roof replacement
 - Zone F
 - 6,250 sf
 - \$125,600 estimate

Facilities and Maintenance Update – October 2022

- CHS Tennis Court Rehabilitation
 - Draft construction drawings available for review from RPA
 - Cost TBD
- CHS Auditorium Lighting Upgrade
 - 24 florescent fixtures are failing and/or replacement parts are not available
 - Replace with LED fixtures
 - Cost TBD
- CHS Gym Floor Refinishing
 - Cost approximately \$50,000
- Warren Elementary School Water Treatment System
 - Scope is TBD (DEQ rules will determine extent of upgrade)
 - Repair: \$3,700
 - Full Replacement: \$24,313 (including orthophosphate treatment system)
- School Interior Repainting
 - School TBD based on need