



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, November 7th, 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 10.03.22 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES
- IV. NEW BUSINESS
 - A. Facilities Master Plan Update
 - B. 7th Avenue Gym Discussion
 - C. Jim Darcy and Rossiter Water Rights Discussion
 - D. Building Reserve Voted Levy Discussion
 - E. 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, October 3rd, 2022, Noon

MINUTES

ATTENDEES

Trustees: Others:

Luke Muszkiewicz, Committee Chair
Siobhan Hathhorn, Committee Member
Terry Beaver, Committee Member

Rex Weltz, Superintendent
Janelle Mickelson, Business Manager
Todd Verrill, Facilities Director
Josh McKay, Assistant Superintendent
Rob Brewer, Facilities Manager
Barb Ridgway, Chief of Staff
Brian Cummings, Assistant Superintendent
Gary Myers, Director of Educational Technology
Karen Ogden, Communications Officer
Jane Shawn, HEA President
Klint Fischer, SMA Architects
Tim Meldrum, SMA Architects
Riley Ford, Guest of the Public
Kevin Flanagan, NAC Architecture

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 09.12.22 Facilities and Maintenance committee meeting were reviewed and approved.

V. NEW BUSINESS

A. SMA Facilities Master Plan Update

Klint Fischer, Principal + Director with SMA Architects, gave an update on the Facilities Master Plan. During the last two weeks SMA/NAC have received requested information regarding enrollment, demographics, deferred maintenance and building plans from Todd Verrill, Facilities Director for Helena Public Schools. SMA/NAC have been compiling and organizing provided information into a master spreadsheet for analysis. On 09/29/22 Klint Fisher attended the Facility Safety and Security Assessment walkthrough at Rossiter Elementary. 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, and there will be a continued analysis of district enrollment history, trends, and demographic information. SMA/NAC will be working with Trustee Luke Muszkiewicz to finalize a date and time for the first Key Community Stakeholder meeting, and SMA/NAC will be developing the goals and agenda for that first meeting.

B. HPS Facilities Projects Update

Todd Verrill, HPS Facilities Director, gave a facilities and maintenance update for Helena Public Schools. Building and reserve projects from the last six months include: Lincoln, Jefferson, and Four Georgians reroof, HHS gym floor refinish warranty work ongoing to address punch list issues), CHS and Rossiter flooring replacement (select classrooms), CHS and HHS HVAC duct cleaning, and CR Anderson LED lighting upgrades (school-wide). Maintenance projects over the past six months include Jefferson Elementary interior repainting, CHS natural gas line remount on shops, HHS replacement auto lift, HHS laser engraver installed at shop, and HHS duct repair after

summer flooding. Custodian projects from the past six months include gym floor resurfacing (strip and wax) at: Smith, HMS, CRA upper and lower gyms, Kessler, Jefferson, Warren, Four Georgians, Hawthorne, Capital, HHS upper gym, Central, Bryant, Jim Darcy, and Rossiter. Other custodial projects include HHS band room carpet tile replacement, HHS hallway tile replacement (as needed), and all school's classroom and hallway cleaning (start of school year cleaning). Safety and security projects that took place the past six months include 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, and emergency dial code training with new principals and office staff.

Mr. Verrill moved on to discuss current facilities and maintenance projects occurring in the district including Vigilante Stadium ticket booths repainting, Jim Darcy pavilion (in conjunction with JD PTO), shot clocks for HHS, CHS, Bryant, and Central (awaiting parts), and safety and security bond projects including safety fences around Jim Darcy retention ponds, and door replacement at Rossiter and Hawthorne (awaiting parts). Other projects include HHS pressure reducing valve (pressure spikes damaged bottle fill stations-awaiting parts). There have also been sprinkler and sod installations at HMS boulevard (Rodney Street), and winterization projects (irrigation blow-out at all schools, and fall pruning).

Mr. Verrill concluded by discussing future facilities and maintenance projects in the district including CR Anderson partial roof replacement, Smith Elementary School gym roof replacement, CHS tennis court rehabilitation, CHS auditorium lighting upgrade, CHS gym floor refinishing, Warren Elementary School water treatment system, and various school interior repainting projects.

VI. BOARD COMMENT

The trustees had an in-depth conversation about the bleachers at Vigilante Stadium and tennis courts in the district and stressed the importance of keeping up with a routine maintenance plan for the tennis courts so they last longer. The trustees discussed a piece of land located near Jim Darcy and determined that it would be a good idea to have a preliminary conversation with the county about the lot.

VII. ADJOURNMENT

Committee Chair Luke Muszkiewicz adjourned the meeting at 1:02 p.m.



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PROGRESS REPORT

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

DATE: 2022-11-03

T0: 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 Week:

1. The SMA/NAC team facilitated the Key Stakeholder Visioning Meeting on 11.01.2022
2. SMA/NAC met with Todd Verrill, Gary Myers and the districts Educational Technology Department Staff on Wednesday, 10.26.2022. Meeting notes have been distributed.
3. SMA/NAC have been compiling and organizing provided information into a master spreadsheet for analysis
4. The SMA/NAC are developing strategies for upcoming surveys. Based on the feedback provided from the district's building administrator survey, the team is strategizing for survey audience, format and questions. We plan to present a draft of the proposed surveys at the November Maintenance and Facilities Meeting.

Look Ahead:

1. SMA is compiling notes for the 11.02.2022 Key Stakeholder Visioning Meeting and will distribute the notes to the team early the week of 11.07.2022
2. SMA will be attending the 11.07.2022 Facilities and Maintenance Committee Meeting to provide an update on the status of the project.
3. Continued analysis of district enrollment history, trends and demographic information.
4. SMA will work with Todd Verrill to schedule meetings with district departments to support the Phase 1 information gathering efforts.

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



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2. Upcoming Meetings:
 - a. Facilities and Maintenance Committee Meeting – 11.07.2022 @ 12:00 Noon
3. Meetings to be Scheduled
 - a. District Deferred Maintenance and Facility Needs Meeting – TBD
 - b. District Food Service Meeting - TBD
 - c. District Activities Department 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. Coordinate meeting dates for deferred maintenance meetings.
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

November 2022

Projects Last 30 Days:

- Vigilante Stadium ticket booths repainting
- Jim Darcy pavilion
 - 75% complete
- Safety and Security Bond Projects:
 - Safety fences around Jim Darcy retention ponds
 - Safety fence between Kessler and HWY 12
- HHS pressure reducing valve installation
- Sprinkler and sod installations at HMS boulevard (Rodney Street)
- Winterization projects
 - Irrigation blow-out at all schools

Safety and Security Projects:

- Secure Education Consultants Assessment site visits
- Emergency incident drills
- 911 call testing at all schools
- District-wide fire escape recertification by Stahly Engineering

OCTOBER WORK ORDER COUNT: 692

Current Projects

- Jim Darcy pavilion
- Shot clocks for HHS CHS Bryant and Central School
 - Awaiting parts
- Exterior security door replacement at Rossiter and Hawthorne
 - Awaiting parts
- Fall tree pruning
- Four Georgians Interior Repainting
- Helena Middle School Locker Repainting

Projects for the Next 6-12 Months:

New Since OCT Committee Meeting:

- HMS Water Main
 - Abandon current main under Vigilante
 - A new line will connect at Rodney Street
- Concession Stand Water Meter
 - Meter and backflow preventer required by city
- Broadwater Sewer Cleanout
 - Roots and debris
- CRA Sewer Cleanout
 - Roots and debris
- 4Gs Fire Lane Gate
 - As per Fire Marshall
- Hawthorne Sidewalks
 - Adjacent Harrison Ave. and Holter St.
- Water Meter at Sierra Park (Rossiter)
 - To determine groundwater usage for DEQ permitting
- Bryant Solar Panels

Discussed at October Committee Meeting

- CR Anderson partial roof replacement
 - Zones E, F, G, H
 - 29,310 sf
- CHS Tennis Court Rehabilitation
 - Draft construction drawings available for review from RPA
- CHS Auditorium Lighting Upgrade
 - 24 florescent fixtures are failing and/or replacement parts are not available
 - Replace with LED fixtures
- CHS Gym Floor Refinishing
- Warren Elementary School Water Treatment System
 - Repair current system