



*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

Lincoln Campus

and via Microsoft Teams

Monday, December 5th, 2022, Noon

---

## MINUTES

### ATTENDEES

*Trustees: Others:*

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

Rex Weltz, Superintendent  
Klint Fisher, SMA Architects  
Barb Ridgway, Chief of Staff  
Josh McKay, Assistant Superintendent  
Brian Cummings, Assistant  
Superintendent  
Gary Myers, Director of Educational  
Technology  
Karen Ogden, Communications Officer  
Keri Mizell, HR Director  
Jane Shawn, HEA President  
Lona Carter, School Health Grant Facilitator  
Todd Verrill, Facilities Director  
Neal Murray, Safety & Operations Manager  
Joslyn Davidson, Curriculum Administrator  
Kaitlyn Hess, Assessment and Federal  
Programs  
Candice Delvaux, Executive Assistant

**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**

The committee determined that the agenda item *Deferred Maintenance Report Project Update* would be pulled off the agenda and would be discussed at the January Facilities and Maintenance Committee Meeting to give the Facilities team more time to gather information on this topic.

**IV. REVIEW OF MINUTES**

Minutes from the 11.07.22 Facilities and Maintenance committee meeting were reviewed and approved.

**V. NEW BUSINESS**

**A. SMA Facilities Master Plan Update**

Klint Fisher, Principal + Director with SMA Architects, gave an update on the Facilities Master Plan. Mr. Fisher mentioned the tasks accomplished last week. On 11.28.22 SMA met with Helena Public School Facilities Director Todd Verrill and the district facilities staff at the district facilities office to discuss facility and maintenance implications to the Master Plan. Notes from that meeting have been distributed. Klint Fisher has been coordinating with Helena Public Schools Assistant Superintendent Josh McKay to schedule a meeting with district administration to discuss enrollment trends. SMA/NAC is continuing to compile and organize provided information into a master spreadsheet for analysis. Information from recent meetings with district departments is being inputted and updated. SMA is developing a spreadsheet to document the deferred maintenance report findings by priority. SMA/NAC are developing strategies for upcoming surveys and the draft survey questions were presented at the meeting. Based on the feedback provided from the district's building administrator survey, the team is strategizing for survey audience, format and questions. The SMA/NAC team would like to schedule a couple days to tour district facilities in January. SMA will work with Todd Verrill to schedule meetings with district departments to support the Phase 1 information gathering efforts. The committee discussed it would be beneficial to schedule a Key Stakeholder Community Group meeting in January after the January Facilities and Maintenance Committee Meeting.

## **B. C.R. Anderson Roof Project Bid**

Todd Verrill, HPS Facilities Director, presented the C.R. Anderson Roof Project bid to the committee. Mr. Verrill has requested the Board of Trustees award the C.R. Anderson Middle School Roof Replacement Project to Summit Roofing. The project will replace approximately 29,250 square feet of roof in four sections with an average of 21.5 years. The facilities office received bids from four contractors, and Summit Roofing submitted the lowest proposal at \$683,870.00. Summit Roofing has a very strong history of completing quality work for the district and Mr. Verrill is confident they will continue to do so with this project. If the Board approves of this proposal, the roof project will be completed in the summer of 2023 before the start of the 23-24 school year. The Facilities and Maintenance Committee determined that this recommendation would go to the full Board for review and approval.

## **C. Facilities Projects Update**

Mr. Verrill gave a Facilities and Maintenance update and discussed projects from the last thirty days.

### Projects-Last 30 Days:

- Basketball shot clocks installed (HHS, CHS)
- Tree removal at Jefferson is complete and there will be some clean up in the spring due to snow
- C.R. Anderson roof bids opened
- Fall tree pruning
- Snow removal

Mr. Neal Murry, Safety and Operations Manager for the Helena School District, gave an update on safety and security projects in the district.

### Safety and Security Projects:

- Completed playground safety training with paraprofessionals at all elementary schools
- Tested the Interior Threat emergency response and communications system at all elementary and middle schools
- Re-tested Interior Threat emergency response systems at Jim Darcy, Rossiter, Smith, Ray Bjork, Bryant, Jefferson, Hawthorne, and Kessler
- Conducted Fire Marshal inspections at all 17 sites
- Coordinated with maintenance and HFD to lower exterior key boxes at the two high schools and installed a new box at Capital High
- Conducted Department of Labor inspections at CHS, Broadwater, and Hawthorne. Mitigation and repair workorders entered
- Organized a site-visit of Four Georgians' primary evacuation site, Montana Municipal Interlocal Authority

- Trained new dayshift custodial staff to conduct required fire, building, and playground safety inspections
- Attended and observed safety practice drills district-wide
- Continued water quality monitoring at Jim Darcy, Rossiter, and Warren indicate water is safe for consumption

Mr. Verrill discussed the November facilities and maintenance work order count, current projects in the district, and projects that will be taking place over the next 12 months.

NOVEMBER WORK ORDER COUNT: 476

Current Projects:

- Capital High School Auditorium lighting test fixture has arrived, and the team is going to try it after winter break
- Warren Elementary School water treatment system rebuild (holiday break)
- Shot clocks at Bryant and Central Elementary Schools
- Exterior security door replacement at Rossiter and Hawthorne-awaiting parts
- Four Georgians interior repainting
- Helena Middle School locker repainting

Projects for the Next 12 Months:

- 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 November Committee Meeting

- CHS Tennis Court Rehabilitation
  - Drawings complete, specification book pending
- C.R. Anderson partial roof replacement
  - Lowest bid from Summit Roofing, \$683,870.00

**D. Secure Education Consultants (SEC) Assessment Report Update**

Mr. Verrill reviewed the Secure Education Consultants (SEC) Assessment Report with the trustees and discussed recommendations that have been completed and recommendations in progress at schools in the district.

**VI. BOARD COMMENT**

There were no further board comments.

**VII. ADJOURNMENT**

Committee Chair Luke Muszkiewicz adjourned the meeting at 1:12 p.m.