



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, February 6th, 2023 – 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 01.09.23 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES
- V. NEW BUSINESS
 - A. Master Plan Update
 - B. Facilities and Maintenance Update
 - C. Safety and Security Update
 - D. Custodial Services Update
- VI. BOARD COMMENTS
- VII. ADJOURNMENT



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Board of Trustees
Facilities & Maintenance Committee

Lincoln Campus

and via Microsoft Teams

Monday, January 9th, 2023, Noon

MINUTES

ATTENDEES

Trustees: Others:

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

Rex Weltz, Superintendent
Klint Fisher, SMA Architects
Barb Ridgway, Chief of Staff
Josh McKay, Assistant Superintendent
Brian Cummings, Assistant Superintendent
Karen Ogden, Communications Officer
Keri Mizell, HR Director
Jane Shawn, HEA President
Lona Carter, School Health Grant Facilitator
Todd Verrill, Facilities Director
Joslyn Davidson, Curriculum Administrator
Janelle Mickelson, Business Manager
Candice Delvaux, Executive Assistant
Brian Obert, MBAC
Katherine Anderson, MBAC
Gary Myers, Director of Educational Technology
Robert Brewer, Facilities Manager

I. CALL TO ORDER

Committee Chair Luke Muszkiewicz called the meeting to order at 12:02 p.m.

II. GENERAL PUBLIC COMMENT

No comments were offered.

III. REVIEW OF AGENDA

The committee reviewed the agenda, and no changes were requested.

IV. REVIEW OF MINUTES

Minutes from the 12.05.22 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 discussed the tasks accomplished last week. The SMA/NAC team has completed information gathering meetings with the following departments: Special Education on 12.15.2022, Curriculum on 12.20.2022, and Activities and Athletics on 12.21.2022. The SMA/NAC team completed tours of the district's facilities on 01.03.2023-01.05.2023 and will be compiling the information gathered and formatting for presentation to the district. The SMA/NAC team has developed a student survey per the request of the Facilities and Maintenance Committee. SMA/NAC continues compiling and organizing provided information into a master spreadsheet for analysis. Information from recent meetings with district departments is being inputted and updated. Looking ahead there will be continued analysis of district enrollment history, trends and demographic information and input from recent meetings with district departments. The next Key Stakeholder meeting has been scheduled for Tuesday, January 31st at 4:00 p.m. SMA will be coordinating with Luke Muszkiewicz and Todd Verrill to develop an agenda and presentation for the meeting.

B. Montana Business Assistance Connection Briefing on 7th Avenue Gym and Brownfields Program

Brian Obert and Katherine Anderson with the Montana Business Assistance Connection (MBAC) gave a brief background of the MBAC with the Facilities and Maintenance Committee. MBAC is a

local non-profit that serves the greater Helena area. The organization has been providing services for nearly 25 years. MBAC is a state and federal economic development organization. The organization specializes in community development, historic building redevelopment, grant writing, and providing gap financing to businesses. MBAC is a member of the Central Montana Brownfields Coalition (CMBC). CMBC is a grantee, or contractor, under EPA. As a result, CMBC administers a multi-million-dollar Brownfields program that provides grants and loans to eligible entities for projects. Mr. Obert moved on to discuss 7th Avenue Gym. MBAC first became involved with 7th Avenue Gym in 2017. At the time, the Superintendent and a few board members engaged MBAC on two fronts: applying to EP for an Environmental Site Assessment (ESA) to identify hazardous materials, and to seek grant funds for a Preliminary Architectural Report (PAR). The ESA was completed during 2017/2018 and the PAR was completed in 2018. 7th Avenue Gym has some hazardous materials and structural constraints, but the gym appears to be in sound condition. The PAR document considered several alternatives for reuse and redevelopment. Often, the Brownfields program is a great first step towards redevelopment and reuse. MBAC, as a member of CMBC, would like to partner with the school district and assist with accessing the Brownfields program and to pursue additional resources and funding that could improve the building's physical condition, and lead to redevelopment.

C. Facilities Projects Update

Mr. Verrill gave a Facilities and Maintenance update with the committee.

Projects-Last 30 Days:

- Four Georgians interior repaint:
 - Half the hallways are complete
 - Three classrooms are complete
- CR Anderson partial roof replacement contract signed
- Warren Elementary water treatment system has been rebuilt
- Winter programs set up and tear down
- Sanding and snow removal district-wide throughout the month

NOVEMBER WORK ORDER COUNT: 413

Current Projects

- Capital High School auditorium lighting test fixture has arrived (going to try 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
- Jim Darcy Timberworks Park
- Kessler neighborhood walk audit

Projects for the Next 12 Months:

- Helena Middle School locker repainting (rescheduled from winter break)
- 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
- 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

Deferred Maintenance Items Listed in 2022 Report

Complete

CRA: Replaced LED interior lighting

Vigilante: Installed press box heater

Warren: Rebuilt chlorine injection system

PAL: Replaced domestic hot water heater

CHS: Installed new 800-amp switchgear

Planned in 2023

Broadwater: Sewer line clean-out (roots and debris)

Hawthorne: Replace exterior doors (x4)

Rossiter: Replace exterior doors (x8)

CRA: Re-roof

HHS & CHS shop roofs (TBD)

DEC 2022 Extreme Weather Roll-Up

- 21 DEC: CRA frozen and broken heater coil and minor flood
- 22 DEC: HHS frozen coil in auditorium
- 23 DEC: Jim Darcy boiler in alarm due to frost
- 23 DEC: CHS vo-tech frozen heater coil
- 24 DEC: Warren low air temp alarm
- 27 DEC: Jim Darcy frozen fire suppression sprinkler head and water leak
- 28 DEC: Kessler frozen dishwasher valve flooded teachers' lounge
- 20 to 25 hours of overtime for hourly employees and numerous hours of management assistance
- Jim Darcy losses: one table and one area rug
- Kessler teachers' lounge losses: TBD

VI. **BOARD COMMENT**

There were no further board comments.

VII. **ADJOURNMENT**

Committee Chair Luke Muszkiewicz adjourned the meeting at 1:09 p.m.



architecture + design

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PROGRESS REPORT

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

DATE: 2023-02-03

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 Two Weeks:

1. Coordinated with Todd Verrill and Luke Muszkiewicz and prepared the presentation for the 01.31.2023 Key Stakeholder Meeting #2.
2. Facilitated Key Stakeholder Meeting #2.
3. Prepared final drafts and logistics for the upcoming surveys to be shared with the Facilities and Maintenance Committee at the 02.06.2023 facilities and maintenance Committee Meeting.
4. SMA/NAC continue compiling and organizing provided information into a master spreadsheet for analysis. Information from recent meeting with district departments and facility site visits are being input and updated.

Look Ahead:

1. Continued analysis of district enrollment history, trends and demographic information and input from recent meetings with district departments. Our team has completed the information gathering for Phase 1 and are in the process of synthesizing and documenting the information gathered.
2. The SMA team is compiling the findings of our Phase 1 information gathering and will present a draft of that information at the March Facilities and Maintenance Committee Meeting.
3. SMA will be attending the 02.06.2023 Facilities and Maintenance Committee Meeting to provide an update on the status of the project.

Schedule, Meetings, & Deliverable Status:

1. Currently completing Phase 1: Data Collection and Analysis; Community Input and Site-Based Planning
 - a. Scheduled for September 2022 – January 2023
2. Upcoming Meetings:



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- a. Facilities and Maintenance Committee Meeting – 02.06.2023 @ 12:00 Noon
3. Meetings to be Scheduled
 - a. 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. 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
February 2023

Projects Last 30 Days:

- Smith Elementary sewer line repair/replacement
- Sanding and snow removal district-wide throughout the month

NOVEMBER WORK ORDER COUNT: 355

Current Projects

- Four Georgians interior repaint 60% complete

Projects for the Next 12 Months:

- Entryway doors at Hawthorn and Rossiter (spring break)
- Capital High School tennis courts
 - Next step: Advertise
 - Estimated cost: \$372,000
- HHS shop roof coating
 - Next step: Request variance from city (R-Value below 30)
 - Estimate cost: \$70,000
- CHS shop roof partial replacement
 - Next step: Prepare bid documents
 - Estimate cost: \$200,000

Other Projects

- Timberworks Park (adjacent to Jim Darcy)
 - Funding for design and construction TBD...working with county
- Department of Energy – Energy Improvements at Public K-12 Schools
 - Submitted initial application 25 JAN 2023
 - High-Impact Energy Efficiency and Health Improvements (topic area)
 - HVAC upgrades to include A/C at:
 - Kessler: \$660,000
 - Smith: \$1,554,000
 - Warren: \$1,022,000
 - HMS: \$1,800,000
 - **GRAND TOTAL: \$5,047,800**

Safety and Security Update

Bond Spend-down Update: (Gary Myers)

S&S Projects Last 30 Days:

- Replaced all old, broken, and outdated emergency exit signs at Four Georgians.
- 99% of exit doors now have interior entry number identification stickers.
- City water sources at Ray Bjork, HMS, and CRA tested below reportable levels for Halo Acetic Acids (HAA5)
- Tested recently installed water filters and all results came back non-detect for Lead.
- Valley school wells (JMD, ROS, WAR) were tested for Manganese and results were below the reporting levels.
- Valley schools (JMD, ROS, WAR) water tested at safe levels for nitrates and bacteria.
- Outdoor carpet walkways (traction strips) installed on steep icy slopes on Kessler playground.
- General safety and emergency procedures training with SACC staff training day.
- Completed required Department of Labor inspection repairs for Broadwater and Hawthorne.
- Completed required Fire Marshal inspection repairs for Smith and Broadwater.
- Conducted Active Shooter Training with 16 HSD staff on January 6th at HMS.
- Work with Fire Marshal to secure doors between HMS gym and the rest of the school.
- Created and installed building maps with exit signage at Lincoln and Lincoln Technology buildings

Custodial Update

Inflation:

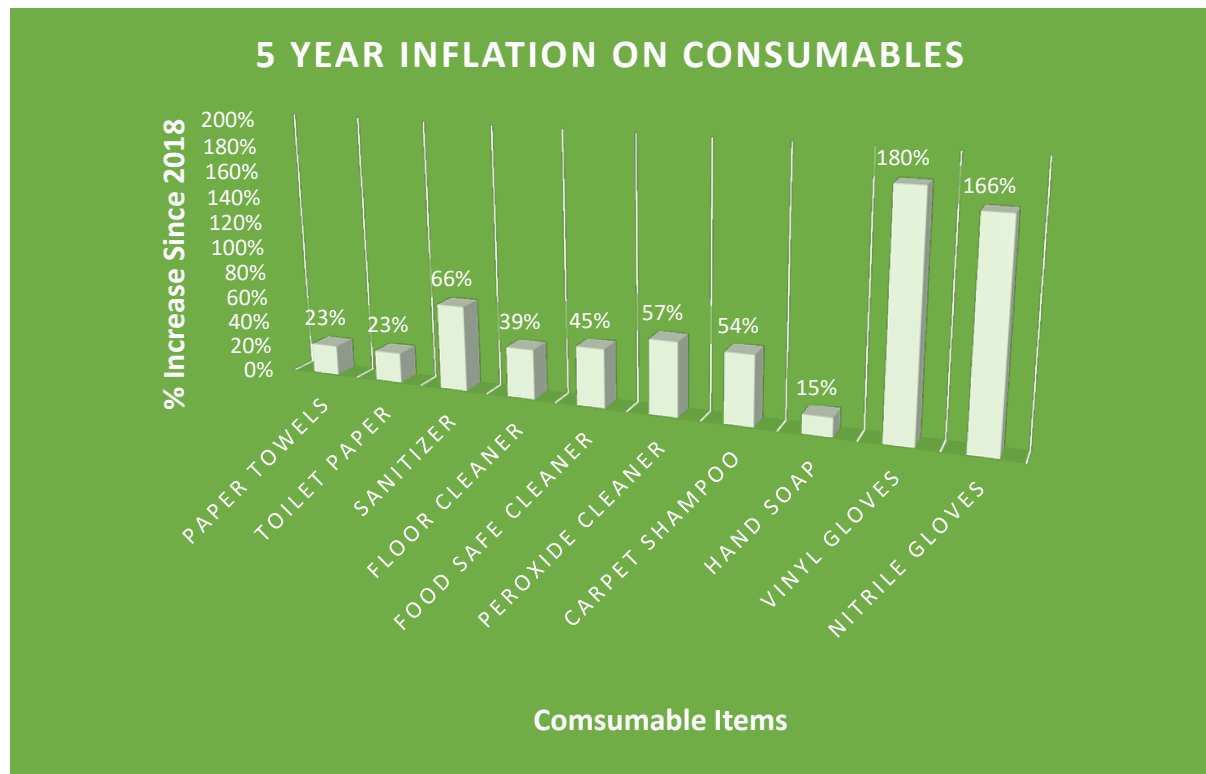
ELEMENTARY BUDGET: \$105,000

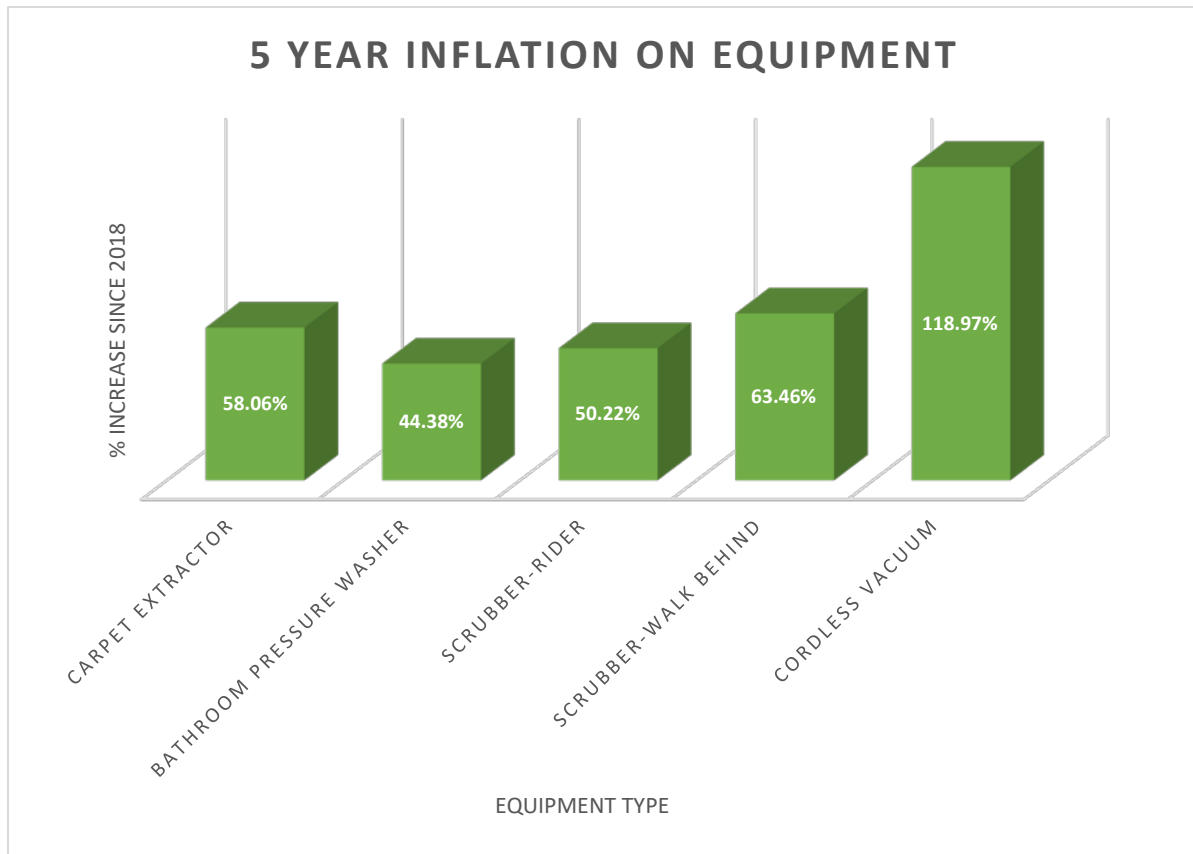
HIGH SCHOOL BUDGET: \$57,000

TOTAL CUSTODIAL SUPPLY BUDGET: \$162,000

- Montana Broom & Brush (MBB) is our main supplier
- MBB purchased bulk qualities early during COVID which helped keep inflation down through 2021
- Those supplies are now gone and our costs for consumable items and equipment increased over the past year
- In order to maintain the same level of service, our custodial budget will need an additional \$40,500/year

Inflation over the past five years





Custodial Staff:

- 71 full-time custodial positions
- Over the past 2+ years we experienced higher than usual attrition
- It is more difficult to recruit and retain high quality employees
- Since October 2020, we have not been at full strength
 - Average 5-10 vacancies
 - Requires additional substitute employees
 - Forces staff to balance cleaning standards and # of employees available on a daily basis

Overtime Custodian Pay: \$24,095
Substitute Custodian Pay: \$51,553