



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, February 6th, 2023, Noon

MINUTES

ATTENDEES

Trustees: Others:

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

Rex Weltz, Superintendent
Klint Fisher, SMA Architects
Barb Ridgway, Chief of Staff
Josh McKay, Assistant Superintendent
Brian Cummings, Assistant Superintendent
Todd Verrill, Facilities Director
Janelle Mickelson, Business Manager
Candice Delvaux, Executive Assistant
Tim Branson, Custodial Services Supervisor
Gary Myers, Director of Educational Technology
Jim Daanen, Safety and Security Developer
Tim McMahon, Activities Director
Karen Ogden, Communications Officer
Jane Shawn, HEA President
Keri Mizell, Human Resources Director

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 01.09.23 Facilities and Maintenance committee meeting were reviewed and approved.

V. NEW BUSINESS

A. Master Plan Update

Klint Fisher, Principal + Director with SMA Architects, gave an update on the Facilities Master Plan. Tasks accomplished in the last two weeks include SMA coordinated with Facilities Director Todd Verrill and Trustee Luke Muszkiewicz and prepared the presentation for the 01.31.2023 Key Stakeholder Meeting and facilitated that meeting. SMA prepared final drafts and logistics for the upcoming surveys. SMA/NAC continues compiling and organizing provided information into a master spreadsheet for analysis. Information from recent meetings with district departments and facility site visits is being inputted and updated. Looking ahead SMA will continue to analyze district enrollment history, trends and demographic information and input from recent meetings with district departments. SMA has completed the information gathering for Phase 1 and is in the process of synthesizing and documenting the information gathered. The SMA team is compiling the findings of their Phase 1 information gathering and will present a draft of that information at the March Facilities and Maintenance Committee meeting. Mr. Fisher concluded by sharing information that included the schedule, meetings, and deliverable status, and client input/action items.

B. Facilities and Maintenance Update

Facilities Director, Todd Verrill, gave a Facilities and Maintenance update to the committee. Mr. Verrill reviewed projects from the last thirty days, the January work order count, current projects, projects for the next twelve months, and other projects.

Projects-Last 30 Days:

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

JANUARY 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)
- Mr. Tim McMahon, Activities Director, gave an update on the Capital High School tennis courts.
 - Next Step: Advertise
 - Estimated cost: \$372,000
- HHS shop roof coating
 - Estimate cost: \$70,000
- CHS shop roof partial replacement
 - Next steps: Request variance from city (R-Value below 30), 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 January 25,2023
 - 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

C. Safety and Security Update

Gary Myers, Director of Educational Technology and Jim Daanen, Safety and Security Developer, gave an update on the bond spend-down. Mr. Verrill gave an update on safety and security projects in the District over the last thirty 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 (JD, ROS, WAR) were tested for manganese and results were below the reporting levels.
- Valley schools (JD, 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.
- Worked 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.

D. Custodial Services Update

Mr. Tim Branson, Custodial Services Supervisor, gave a custodial services update. Mr. Branson discussed that Montana Broom and Brush (MBB) is our main supplier. MBB purchased bulk quantities early during COVID which helped keep inflation down through 2021. Those supplies are now gone and our costs for consumable items and equipment have increased over the past year. In order to maintain the same level of service, our custodial budget will need an additional \$40,500 a year. Mr. Branson shared that there are 71 full-time custodial positions and over the past two 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 with an average of 5 to 10 vacancies which requires additional substitute employees and forces staff to balance cleaning standards and the number of employees available on a daily basis. Mr. Branson concluded his update by discussing the high costs of overtime custodian pay and substitute custodian pay.

VI. BOARD COMMENT

There were no further board comments.

VII. ADJOURNMENT

Committee Chair Luke Muszkiewicz adjourned the meeting at 1:03 p.m.