



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, March 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 02.06.23 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES
- V. NEW BUSINESS
 - A. Master Plan Update
 - B. Capital High School Tennis Court Rehabilitation Project
 - C. Facilities and Maintenance Update
- VI. BOARD COMMENTS
- VII. ADJOURNMENT



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.



architecture + design

HELENA

920 Front Street, Suite 101
Helena, MT 59601
P: 406.442.4933

BOZEMAN

428 East Mendenhall Street
Bozeman, MT 59715
P: 406.219.2216



PROGRESS REPORT

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

DATE: 2023-03-03

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 logistics of District Administration and Board, Staff, Student and Community Surveys. All surveys to be active from March 6th – March 24th.
2. 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.
3. SMA/NAC are preparing and compiling the information gathered in Phase 1 of the Master Plan in a preliminary draft to be presented at the 03.06.2023 Facility and Maintenance Committee Meeting.
4. The SMA/NAC team have begun Phase 2 preliminary master planning based on the input, feedback and information gathered in Phase 1.

Look Ahead:

1. The SMA/NAC team has compiled the findings of our Phase 1 information gathering and will present a draft of that information at the March Facilities and Maintenance Committee Meeting.
2. SMA will be attending the 03.06.2023 Facilities and Maintenance Committee Meeting to provide an update on the status of the project.
3. The SMA/NAC team is the early stages of Phase 2 of the Master Plan.

Schedule, Meetings, & Deliverable Status:

1. Completed Phase 1: Data Collection and Analysis; Community Input and Site-Based Planning
2. Beginning Phase 2: Development of Comprehensive Long Range Facilities Master Plan Options
3. Upcoming Meetings:
 - a. Facilities and Maintenance Committee Meeting – 03.06.2023 @ 12:00 Noon



architecture + design


HELENA

920 Front Street, Suite 101
Helena, MT 59601
P: 406.442.4933


BOZEMAN

428 East Mendenhall Street
Bozeman, MT 59715
P: 406.219.2216



4. Upcoming Deliverables:

- a. Interim deliverable for Phase 1 to be presented at the March 6th Facilities and Maintenance Committee Meeting.

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

Todd J. Verrill

Director of Facilities
1201 Boulder Ave.
Helena, MT 59601
(406) 324-1734
tverrill@helenaschools.org

Helena School District Board of Trustees

1325 Poplar St.
Helena, MT 59601-0939
boardoftrustees@helenaschools.org

3 March 2022

Dear Helena School District Board of Trustees,

I respectfully request the board of trustees award the Capital High School Tennis Court Rehabilitation Project to Helena Sand & Gravel, Inc. The project will replace approximately 2,810 square yards of asphalt pavement and base course, and 635 linear feet of fencing (see attached diagram). The facilities office received bids from two contractors, and Helena Sand & Gravel submitted the lowest proposal at \$223,269.00 (see attached bid tabulation worksheet). Helena Sand & Gravel has a very strong history of completing quality work for the district and I am confident they will continue to do so with this project. They will complete this project in the summer of 2023 before the start of the 23-24 school year.

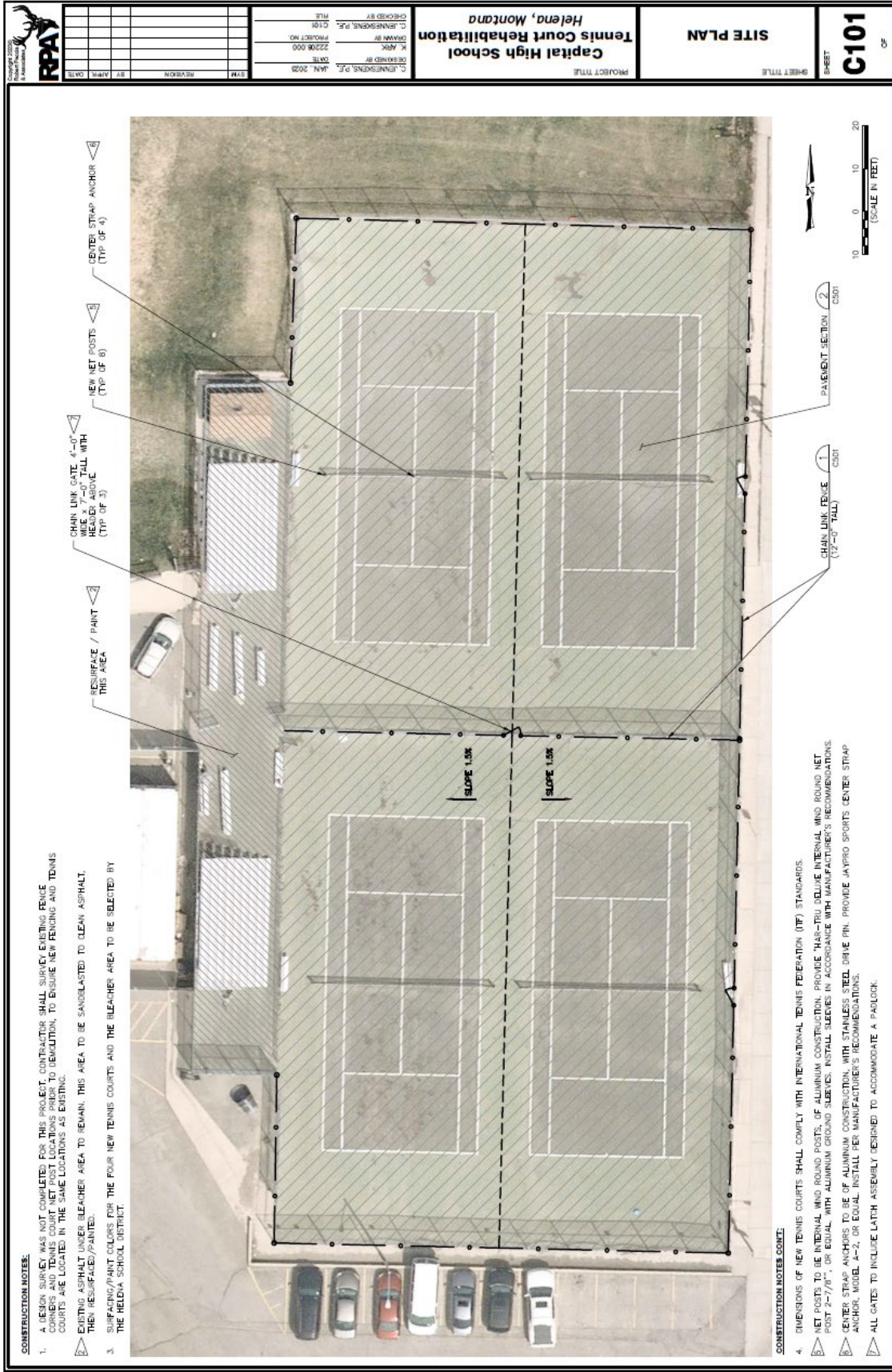
Sincerely,



Todd J. Verrill

Attachments

1. Capital High School Tennis Courts Site Plan
2. Robert Peccia & Associates (RPA) Bid Tabulation Worksheet



SUMMARY OF BIDS RECEIVED



ROBERT PECCIA & ASSOCIATES

Project Name: Capital High School Tennis Court Rehabilitation
Project No: RPA 22208

Bidder	City & State	Bid Bond ?	Acknowledge Addenda?	Base Bid
Helena Sand & Gravel	Helena, MT	✓	✓	\$223,269
Mackel	Helena, MT	✓	✓	\$278,000

F:\SITEDEV\22208-000 - CAPITAL HIGH TENNIS COURTS.G. BID TO AWARD PHASE\BID SUMMARY.DOC

Facilities and Maintenance Update
March 2023

Projects Last 30 Days:

- Installed additional automated ADA doors at CHS and HHS
- Winter tree trimming
- Smith Elementary School sewer clean-out
- Work orders....

FEBRUARY WORK ORDER COUNT: 341

Current Projects

- Four Georgians interior repaint 80% complete

Projects for the Next 12 Months:

- Entryway doors at Hawthorn and Rossiter (spring break)
- Replacement LED lights at CHS theater (spring break)
- Capital High School tennis courts: See attached memo
- HHS and CHS shop roof coating.
 - Will contract to coat both roofs: See page 3 for diagram

Other Projects

- Timberworks Park (adjacent to Jim Darcy)
 - Gathering stakeholders to advise landscape architect
- Department of Energy – Energy Improvements at Public K-12 Schools
 - Application not selected for full submission

Safety and Security Update

DISTRICT FACILITY USE (Since 1 JAN 2023): 2524 events

S & S Projects Last 30 Days:

- Coordinated with LCC public works on safety upgrades (signage) on Grand Valley Loop
- MT Department of Labor inspections at Central, Bryant, and Facilities Maintenance Shop. On-going mitigation.
- Valley schools (JMD, ROS, WAR) monthly water tests indicated safe levels for nitrates and bacteria.
- New employee general safety and emergency procedures training with HR at Lincoln Center for full-time and substitute hires.
- Attended LEPC (Local Emergency Planning Committee) for LCC. Learning about planning and funding resources.

- Participated in the LEPC sponsored Lewis and Clark County Flood Tabletop Exercise at St. Peter's Hospital.
- Successfully evacuated Warren Elementary to the Helena Valley Community Center for suspected natural gas leak.
- Working on Liberty Mutual Insurance recommendations report. On-going.
- Playground safety inspections for icy conditions and other hazards at Central, Jim Darcy, Kessler, Warren, Broadwater.

Custodial Update

- Analyzing potential custodial supply cost savings. Comparing costs between current supplier (MT Broom and Brush) and competitor out of Bozeman (Hillyard)
 - Hillyard is connect to Montana Cooperative Services
- Conducting a floor assessment to determine which schools need replacement flooring this summer

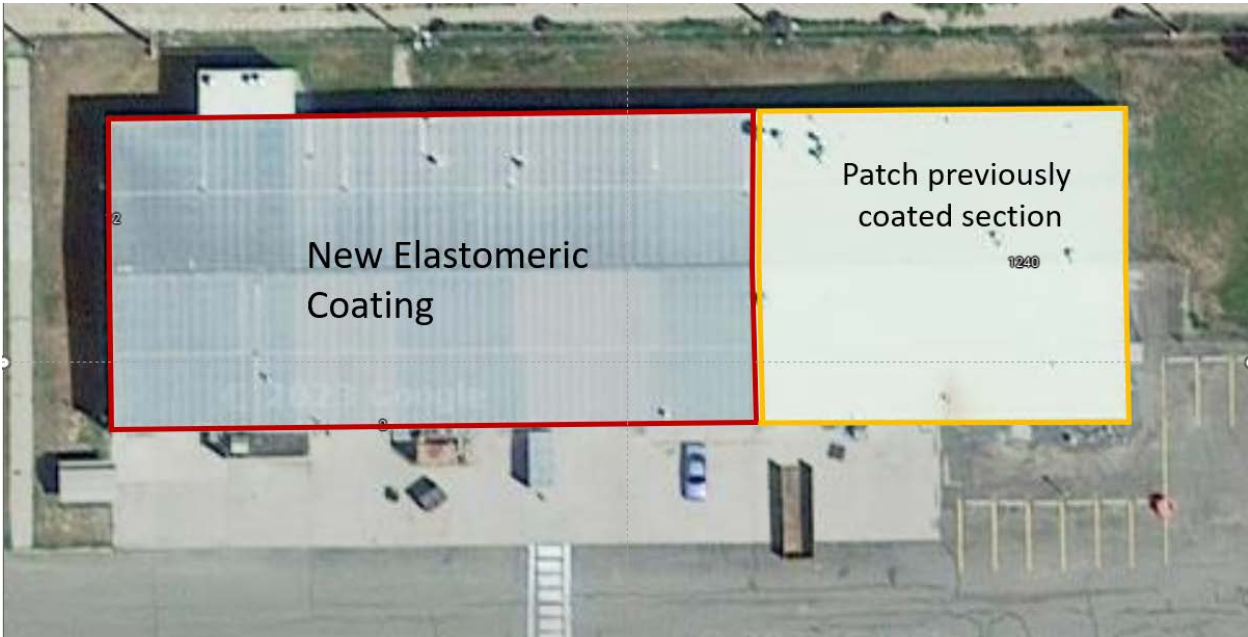
Custodial Staff:

- Three employees hired to fill vacancies.
 - New daytime custodians at HHS and CRA
 - New evening custodian at HHS
- Current # vacancies: 5

Capital High Shop Roof



Helena High Shop Roof



*Elastomeric coatings are fluid-applied roofing membranes with elastic properties that allow it to expand and contract with the substrate