



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

Friday, April 7th, 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 03.06.23 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES
- V. NEW BUSINESS
 - A. Facilities Master Plan Update
 - B. Facilities and Custodial Update
 - C. CHS and HHS CTE Roof Re-Coating Bid Results
- VI. BOARD COMMENTS
- VII. ADJOURNMENT



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Board of Trustees
Facilities & Maintenance Committee

Lincoln Campus

and via Microsoft Teams

Monday, March 6th, 2023, Noon

MINUTES

ATTENDEES

Trustees: Others:

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

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
Lona Carter, School Health Grant Facilitator
Gary Myers, Director of Educational
Technology
Karen Ogden, Communications Officer
Jane Shawn, HEA President
Keri Mizell, Human Resources Director
Kaitlyn Hess, Assessment and Federal
Programs
Chelsea Culpon, Guest of the Public

I. CALL TO ORDER

Committee Chair Luke Muszkiewicz called the meeting to order at 12:04 p.m.

II. GENERAL PUBLIC COMMENT

Ms. Chelsea Culpon gave general public comment. Ms. Culpon stated that she believes there are significant public safety concerns for the children, staff, and parents of Kessler Elementary School. The public safety concerns relate to the proposed subdivision to the southwest of the school, called Westside Woods. Ms. Culpon stated that the proposed subdivision would eventually hold 92 single family homes and 80 condos. Traffic studies for this proposed subdivision predict between 1,100 and 3,000 additional vehicle trips per day on Hauser and Granite. Human nature dictates that most traffic is going to follow the path of least resistance and travel down past Kessler. Ms. Culpon stated that the Helena Non-Motorized Travel Advisory Council conducted a walk audit in January which included participants from the Lewis and Clark Health Department, some Kessler staff, and concerned parents. After the walk audit the Helena Non-Motorized Travel Advisory Council provided several specific recommendations to the city of Helena. Ms. Culpon noted that these recommendations were nonbinding and were simply this group of experts offering their expertise and informed recommendations to the city. Ms. Culpon shared the recommendations that she said have to do with safety at Kessler. The first recommendation was to install a 15-mile per hour feedback sign on Granite Avenue for downhill traveling vehicles. Another recommendation was that all nearby streets are brought up to complete street standards. The third recommendation is to create a new bulb-out at the crosswalk of Knight and Granite Avenue. The fourth recommendation is to add rapid flashing beacons to the new bulb-out at Knight and Granite. The fifth recommendation is to add rapid flashing beacons to the existing bulb-out at Overlook and Granite. The sixth recommendation was to condition the annexation of the Westside Woods on the feasibility of a western access road which the city of Helena is now in possession of. The walk audit also brought up the issue of accessibility to Kessler elementary playgrounds and play fields. Ms. Culpon concluded by stating that she is hoping to receive some constructive collaboration from the Board of Trustees to move these essential public safety and accessibility recommendations from being only recommendations to become absolute requirements and that they would be required in the very first phase of development.

III. REVIEW OF AGENDA

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

IV. REVIEW OF MINUTES

Minutes from the 02.06.23 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. Mr. Fisher discussed tasks accomplished over the last two weeks. SMA coordinated logistics of District Administration and Board, staff, student, and community surveys. All surveys will be active from March 6th- March 24th. SMA/NAC continues to compile and organize provided information into a master spreadsheet for analysis. Information from recent meetings with district departments and facility site visits are being inputted and updated. The SMA/NAC team have begun Phase 2 preliminary master planning based on the input, feedback, and information gathered in Phase 1. Mr. Fisher and the Facilities and Maintenance Committee discussed organizing a Facilities Key Stakeholders meeting in April.

B. Capital High School Tennis Court Rehabilitation Project

Todd Verrill, Facilities Director for Helena Public Schools, discussed the Capital High School Tennis Court Rehabilitation Project. Mr. Verrill is requesting the Board of Trustees award the Capital High School Tennis Court Rehabilitation Project to Helena Sand and Gravel, Inc. The project will replace approximately 2,810 square yards of asphalt pavement and base course, and 635 linear feet of fencing. The facilities office received bids from two contractors, and Helena Sand and Gravel submitted the lowest proposal at \$223,269.00. Trustee Muszkiewicz, Trustee Hathhorn, and Trustee Beaver were in favor of sending the Capital High School Tennis Court Rehabilitation Project bid requesting Helena Sand and Gravel to the full Board of Trustees for review and action.

C. 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 February work order count, current projects, projects for the next twelve months, and other projects.

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
- HHS and CHS shop roof coating.
 - Will contract to coat both roofs

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): 2,524 events

Safety and Security 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 the current supplier (MT Broom and Brush) and competitor out of Bozeman (Hillyard)
 - Hillyard is connected 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

Mr. Verrill discussed the Capital High and Helena High shop roofs. The roofs do not need to be replaced, but rather can be covered with new elastomeric coating. Elastomeric coatings are fluid-applied roofing membranes with elastic properties that allow them to expand and contract with the substrate. This will be the least expensive solution to fix our roofs and comes with a twenty-year warranty.

Mr. Verrill concluded his presentation by discussing air purifiers and filters. There is a DPHHS grant program to replace air purifiers in classrooms and we put in a request for 3,714 filters and 143 units. Mr. Verrill stated that this is a huge benefit to Helena Public Schools.

VI. BOARD COMMENTS

Trustee Muszkiewicz thanked Mr. Verrill for his outstanding Facilities and Maintenance Report. Trustee Beaver asked Mr. Verrill about the potential of a shed roof versus elastomeric coating, and Mr. Verrill stated that elastomeric coating for the shop roofs would be the least expensive option.

VII. ADJOURNMENT

Committee Chair Luke Muszkiewicz adjourned the meeting at 1:01 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: 2023-03-24

TO: 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. SMA Coordinated and managed the District Administration and Board, Staff, Student and Community Surveys online surveys. All surveys will be active through March 24th. SMA will be compiling the survey information and present an overview of the results at the 04.07.2023 Facilities and Maintenance Committee Meeting.
2. The SMA/NAC team continues to explore Master Planning options for district facilities at the elementary, middle school and high school levels. The team is developing different planning scenarios to present to the Facilities and Maintenance committee and at the Key Stakeholder meeting to get feedback and develop a list of pros and cons to each scenario.

Look Ahead:

1. SMA will be attending the 04.07.2023 Facilities and Maintenance Committee Meeting to provide an update on the status of the project.
2. SMA will be collecting and synthesizing the data from the admin, staff, student and community surveys to present at the 04.07.2023 Facilities and Maintenance Committee Meeting.
3. The SMA/NAC team continues Phase 2 of the Master Plan. Our team is evaluating master plan strategies for elementary, middle school and high school facilities holistically and evaluating each school site individually. We are developing master plan options for evaluation by the Facilities and Maintenance committee and to present at the upcoming Key Stakeholder Meeting #3
4. Key Stakeholder Meeting #3 has been tentatively scheduled for Wednesday, April 26th at 4:00 PM. SMA will be working on Master Plan scenarios to present at the meeting for discussion and determining pros and cons.



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



Schedule, Meetings, & Deliverable Status:

1. Completed Phase 1: Data Collection and Analysis; Community Input and Site-Based Planning
2. Ongoing Phase 2: Development of Comprehensive Long Range Facilities Master Plan Options
3. Upcoming Meetings:
 - a. Facilities and Maintenance Committee Meeting – 04.07.2023 @ 12:00 Noon
 - b. Key Stakeholder Meeting #3 – 04.26.2023 @ 4:00 PM
4. Upcoming Deliverables:
 - a. Interim deliverable for Phase 2 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
April 2023

Projects Last 30 Days:

- Jim Darcy pavilion roof installation
- Hawthorne drain.
- District-wide: sumps pumped
- Hawthorne exterior door installation (x4)
- CHS auditorium LED light installation
- HMS basement storm drain
- Replace and install light pole banners at HHS
- Tune up panic hardware on exterior doors CHS VO-TEC
- Site glass work on the boiler system capital high
- District-wide: Boiler circulation pump inspections
- 4-Georgians painting
- Install rubber base in photo Room CHS
- Decorative flag work (world flags) Bryant hub

MARCH WORK ORDER COUNT: 658 (as of 22 March)

Current Projects

- District-wide: elevator phone line work
- Prepare vigilante stadium for track season.
- District-Wide: air handler filter replacement
- Basketball hoop work at CHS
- Sweep parking lots of sand and winter debris

Projects for Summer 2023:

- **See attached spreadsheet**

Other Project Updates

- CHS/HHS Vo-Tec roof resurfacing (Bids opened 5 April 2023). **See attached Bid Tab**
- Timberworks Park design ongoing
- Bryant solar project
 - NW Energy grant for \$52,000
 - Solar Montana is developing a design for the project
 - Estimated cost = \$150,000

Custodial Update

- Analyzed custodial supply costs. Compared costs between current supplier (MT Broom and Brush) and competitor out of Bozeman (Hillyard / MT Cooperative Services)
- Used actual costs from supplies ordered during the week of 8 March 2023
- Cost of supplies from Broom and Brush = \$5,777.09
- Cost of similar items from Hillyard = \$7,853.63
- Savings realized from using Broom and Brush = 2,076.54 (35% less)
- Floor assessments ongoing to determine replacement plan

Custodial Staff:

- One employee hired to fill float vacancy at CRA. Previous substitute custodian
- Current # vacancies: 5

2023 Helena school district summer projects facilities / transportation

School	project	contractor	HSD managers point on project	project estimate
capital high school	tennis court rehabilitation	Helena sand and gravel	Todd- Rob	\$223,269
capital high school	gym floors refinish and paint	western sports floors	Rob	\$49,650
capital high school	vocational education building roof recoat			
capital high school	West parking lot jersey barriers	Helena school district	Rob	to be determined
Helena high school	Gym floor punch list	western sports floors	Rob	
Helena high school	mental health office	Helena school district	Todd- Rob	to be determined
Helena high school	vocational education building roof recoat			
Pal	mental health office	Helena school district		to be determined
Helena middle school	adding playground equipment to lower field	Helena school district	Rob	\$750 -equipment was purchased by Helena middle school
Helena middle school	paint lockers	Helena school district	Rob	to be determined
CR Anderson	partials roof replacement	summit roofing	Todd – Rob	\$683,295
CR Anderson	mental health office	Helena school district	Todd- Rob	
Ray Bjork's Learning Center	program move		Rob	
Bryant elementary	solar panels		Todd -Rob	to be determined
Warren elementary	replacement of fall material	Helena school district- marks lumber	Rob	funded by Warren PTO to be determined

2023 Helena school district summer projects facilities / transportation

Broadwater elementary	adding clean out to sewer drain line	Helena school district- Riesbeck excavating	Rob	to be determined
Broadwater elementary	handrail revamp	Helena school district	Rob	to be determined
Rossiter elementary	new exterior doors with operable windows north pod	affordable windows and overhead doors	Rob	\$78,399
district wide	stripping of parking lots and playgrounds	Helena school district	Rob	to be determined

many more projects to be added.

Cushing Terrell

BID TABULATION

HELENA PUBLIC SCHOOLS

Project: Helena High Vocational ED
Roof Coating Project

Date: 4/5/2023
Location: District Facilities Office
Time: 11:10 AM MDT

Project Ref: HPS23_HHRR

CONTRACTOR	Red'd 10% Bid Bond	Rec'd. Add. # 1	Base Bid Roof Replacement
Driear Painting Contractor Registration # 234979	✓	✓	\$ 141,360.00
Contractor Registration #			
Contractor Registration #			
Contractor Registration #			

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BID TABULATION

HELENA PUBLIC SCHOOLS
Project: Capital High Vocational ED
Roof Coating & Repair Project

Date: 4/5/2023
Location: District Facilities Office
Time: 11:00 AM MDT

Project Ref: HPS23_CAP_RR

CONTRACTOR	Red'd 10% Bid Bond	Rec'd. Add. # 1	Base Bid Roof Replacement
Dozier Painting Contractor Registration # 234979	✓	✓	\$99,161.82
Contractor Registration #			
Contractor Registration #			
Contractor Registration #			