



*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, May 1st, 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](#)

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### 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 04.07.23 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES
- V. NEW BUSINESS
  - A. Facilities Master Plan Update
  - B. Facilities and Maintenance Update
- VI. BOARD COMMENTS
- VII. ADJOURNMENT



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Board of Trustees  
Facilities & Maintenance Committee

Lincoln Campus  
and via Microsoft Teams  
Friday, April 7th, 2023, Noon

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## MINUTES

### ATTENDEES

*Trustees: Others:*

Luke Muszkiewicz, Committee Chair	Todd Verrill, Facilities Director
Siobhan Hathhorn, Board Chair	Klint Fisher, SMA Architects
Terry Beaver, Committee Member	Barb Ridgway, Chief of Staff
Kay Satre, Committee Member	Josh McKay, Assistant Superintendent
	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
	Rob Brewer, Maintenance Manager
	Kaitlyn Hess, Assessment and Federal Programs

### I. CALL TO ORDER

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

### II. GENERAL PUBLIC COMMENT

There was no general public comment.

### **III. REVIEW OF AGENDA**

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

### **IV. REVIEW OF MINUTES**

Minutes from the 03.06.23 Facilities and Maintenance committee meeting were reviewed and approved.

### **V. NEW BUSINESS**

#### **A. Facilities Master Plan Update**

Klint Fisher, Principal + Director with SMA Architects, gave an update on the Facilities Master Plan. Mr. Fisher reviewed tasks that have been accomplished over the last two weeks. SMA coordinated and managed the district administration and board, staff, student, and community online surveys and all surveys were active through March 24<sup>th</sup>. They received 644 responses for the community survey, 630 responses for the student survey, 241 responses for the staff survey, and 15 responses for the board and administration survey. The SMA/NAC team continues Phase 2 of the Master Plan. Their team is exploring 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. The Key Stakeholder Meeting will take place Wednesday, April 26<sup>th</sup> at 4:00 p.m. at the Lincoln Center.

Trustee Kay Satre stated that she has heard some concern from a few community members about the Key Stakeholder group not being diverse enough, and she is wondering if that has been addressed. Trustee Luke Muszkiewicz stated that there are parents, business members, and Helena Public Schools staff members represented in the group. We have made a real attempt to try and make the group as diverse as possible, and if anyone identifies someone who would be another important voice, they can bring it forward and we can discuss adding them to the Facilities Master Plan Key Stakeholder group.

#### **B. Facilities and Custodial Update**

Todd Verrill, Facilities Director for Helena Public Schools, gave a facilities and custodial update to the Facilities and Maintenance Committee and reviewed projects over the last thirty days, the March work order count, current projects, other project updates, and a custodial update. Mr. Verrill also reviewed the summer facilities and transportation projects that would be taking place in the district.

### 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 CHS
- 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

### Other Project Updates

- CHS/HHS Vo-Tec roof resurfacing (Bids opened 5 April 2023)
- 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

**C. CHS and HHS CTE Roof Re-Coating Bid Results**

Mr. Verrill is requesting the Board of Trustees award the Capital High School and Helena High School Shop Roof Coating and Repair Projects to Driear Painting, Inc. The projects will involve the following:

Capital High Shop

- Repair previously coated 8,471 square feet (sf) of roof
- Clean, prime, and coat 15,563 sf of roof
- Cost: \$99,161.80 Helena High Shop
- Clean, prime, and coat 22,076 sf of roof
- Cost: \$141,360.00

The application of the new liquid acrylic elastomeric coating system will include a 20-year manufacturer's warranty. The facilities office received a bid from Driear, Inc. with a proposal of \$240,521.80. Another bid arrived after the 11:00 a.m. deadline but we could not consider it as an acceptable submittal. Driear Painting, Inc. will complete this roof project in the summer of 2023 before the start of the 23-24 school year.

The members of the Facilities and Maintenance Committee requested that when this is presented to the full Board of Trustees, they would appreciate greater information about Driear, Inc. since the members of the Facilities and Maintenance Committee are unfamiliar with this company.

**VI. BOARD COMMENTS**

Board Chair Siobhan Hathorn stated that Facilities Director Todd Verrill did a great job presenting at Hometown Helena this week. Trustee Kay Satre expressed her appreciation for all the work that goes into keeping our facilities running, and she appreciates the thoroughness of the facilities and custodial update.

**VII. ADJOURNMENT**

Committee Chair Luke Muszkiewicz adjourned the meeting at 12:56 p.m.



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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:** 2023-04-28

**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. SMA continues to compile and analyze the information from the four surveys. The team is tagging responses and identifying trends in the responses to the open-ended questions. Full summaries for all four surveys are scheduled to be sent to the district on May 17<sup>th</sup>. Preliminary survey data was presented at the Key Stakeholder Meeting #3 on 04.26.2023. The raw data is available for review in advance if desired.
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 developed different planning scenarios that were presented at the Key Stakeholder Meeting on 04.26.2023
3. The SMA/NAC facilitated the key Stakeholder Meeting #3 on 04.26.2023

#### Look Ahead:

1. SMA will be collecting and synthesizing the data from the admin, staff, student and community surveys. Per the notes above, the final analyzed data from the surveys will be available on May 17<sup>th</sup>.
2. The SMA/NAC team continues Phase 2 of the Master Plan. Based on the feedback received at the Key Stakeholder Meeting #3, our team will continue to develop and refine the master planning options for the elementary, middle and high school facilities.
3. SMA will attend the 05.01.2023 Facilities and Maintenance Committee Meeting on 05.01.2023 to provide an update on the progress of the Master Plan

#### 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



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**HELENA**

920 Front Street, Suite 101  
Helena, MT 59601  
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**BOZEMAN**

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3. Upcoming Meetings:
  - a. Facilities and Maintenance Committee Meeting on 05.01.2023 @ 12:00 Noon.
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

May 2023

### Projects Last 30 Days:

- Spring cleanup...ongoing
- Prepared Vigilante stadium for track and field season
- Moved music equipment from CHS to HHS to support state music festival
- Vigilante Day Parade support (cones and barriers)
- Door maintenance:
  - Power and controllers at (Broadwater, Hawthorne, Jefferson, Rossiter, Warren, HMS)
  - Replaced CHS entry #20 at CHS
- HHS steam heat system troubleshooting
  - Steam traps and circulation pump maintenance/replacement this summer
- Septic tank maintenance at Rossiter and Warren

### Current Projects

- Roof-top air handler inspections and maintenance
- 4-Georgians painting 90% complete
- Jim Darcy pavilion 90% complete

### Other Project Updates

- Timberworks Park (Jim Darcy)
  - \$4,500 grant awarded to cover design costs
  - Met with stakeholders on 24 APR at Jim Darcy
    - Prioritize grass field and playground
    - Design will include phased approach to add features

### MARCH WORK ORDERS

**Submitted: 327**

**Closed: 255**

- In the last 12 months, facilities:
  - Received 5630 work orders
  - Closed 5471 work orders (97%)

### Custodial Update

- Flooring:
  - Asbestos encapsulation (BETCO SureCure sealer)
    - Jefferson: completed 10 APR
    - Smith: completed 19 APR



- Capital (central kitchen): completed 25 APR
- Helena High (computer lab in library): summer project
- Asbestos abatement (Asbestos Abatement, LLC)
  - Jefferson: June
- Mrs. Ridgeway secured grant funding for custodial needs
  - \$55,000 for supplies and equipment this year

### **Custodial Staff:**

- Two employees hired (Ray Bjork/HHS and CRA)
- Current # vacancies: 3

### **Safety and Security Update**

- Tested emergency systems over spring break Valley schools (JMD, ROS, WAR) monthly drinking water tests indicated safe levels of nitrates and bacteria.
- Completed MOU with Masonic Home to use Rossiter and Warren as evacuation sites for their residents.
- Audited door access:
  - Local law enforcement fob access to HSD buildings.
  - Facility use door programming
- Monthly safety drills at all school levels.
  - Participated in HHS evacuation drill to Cap City Health Club
- Installed clock speakers and data cables at both high schools
- MT Department of Labor inspection mitigation and reporting complete for Central, Bryant, Capital High, and the Maintenance Shop.

### **Training and Coordination**

- Attended LEPC meeting at Fort Harrison VA hospital to learn more about the VA hospital's emergency and disaster assistance capabilities.
- Attended GEO-HAZARDS workshop and training at Fort Harrison
- Completed four Incident Command Systems training courses hosted by the L&C County Disaster and Emergency Services (DES).
  - ICS-100, 200, 700, and 800.
- Passed Certified Water Operator (distribution and treatment) exam.
- Attend monthly City-County Parks Board meetings.
- Working with HS nurses to develop a training and monitoring program for district AED and traumatic bleed control kits as recommended by the SEC report.