



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, September 11th, 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](#)

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 08.01.23 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES
- V. NEW BUSINESS
 - A. Facilities Master Plan Update
 - B. Summer 2023 Project Recap
- VI. BOARD COMMENTS
- VII. ADJOURNMENT



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Board of Trustees
Facilities & Maintenance Committee

Lincoln Campus
and via Microsoft Teams

Tuesday, August 1st, 2023, 10:00 a.m.

MINUTES

ATTENDEES

Trustees: Others:

Kay Satre, Committee Chair	Todd Verrill, Facilities Director
Siobhan Hathhorn, Board Chair	Klint Fisher, SMA Architects
Terry Beaver, Committee Member	Rex Weltz, Superintendent
Jeff Hindoien, Committee Member	Barb Ridgway, Chief of Staff
	Candice Delvaux, Executive Assistant
	Gary Myers, Director of Educational Technology
	Karen Ogden, Communications Officer
	Ali Martin, SMA Architects
	Keri Mizell, Human Resources Director
	Lona Carter, Student Health
	Janelle Mickelson, Business Manager
	Erika McMillin, Social Services Coordinator
	Lane Nash, Guest of the Public
	Lori Ladas, Guest of the Public
	Ashley Pena-Larsen, Guest of the Public
	Rick Ahmann, Guest of the Public
	Peggy Hollow-Phelps, Guest of the Public
	Several Other Guests of the Public

I. **CALL TO ORDER**

Board Chair Siobhan Hathhorn called the meeting to order at 10:04 a.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 05.01.23 Facilities and Maintenance committee meeting were reviewed and approved.

V. NEW BUSINESS

A. Facilities Master Plan Update

Ms. Ali Martin, Associate+Architect with SMA Architects, gave an update on the Facilities Master Plan. Ms. Martin reviewed tasks accomplished in the last month. 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 master planning options and associated costs for budgeting that were presented and discussed at the Facilities Master Plan Monthly Progress Meeting on June 21st and met with a focused group from the Helena School District on July 20th. Looking ahead the SMA/NAC team will start meeting with Todd Verrill, Facilities Director, to prioritize the deferred maintenance spending as the Facilities Master Plan finds resolution. The SMA/NAC team continues Phase 2 of the Master Plan. Based on the feedback received at the HSD Focus Meeting #1, their team will continue to develop and refine the master planning options for the elementary, middle, and high school facilities. The SMA/NAC team will attend the Facilities Master Plan Monthly Progress Meeting/Focus Meeting #2 and provide updates on the master plan options previously discussed along with tools to enhance the predictability of enrollment and determine the necessary sizes of facilities.

B. Review and Discuss RFPs for 7th Avenue Gym and Ray Bjork Learning Center

Ms. Peggy Hollow-Phelps provided public comment to the Facilities and Maintenance Committee. Ms. Hollow-Phelps is a retired special education educator with the Helena Public Schools. Ms. Hollow-Phelps stated that she read in the Independent Record article that the district reserves the right to select a tenant that best fits the overall objectives of Helena Public Schools for compatible use, longevity, and economic benefit. Ms. Hollow-Phelps stated that she believes the best fit for Ray Bjork Learning Center is RMDC Head Start. Ms. Hollow-Phelps stated that Ray Bjork is already set up for preschool children and that some of the playground equipment was donated by Head Start. She also stated that RMDC Head Start and Helena Public Schools have had a collaborative

agreement for serving our community's most at risk preschoolers for nearly 40 years. Ms. Hollow-Phelps concluded by stating that RMDC Head Start children are Helena Public Schools' children and that in one to two years they will attend our public schools and that the proposal that is most advantageous to Helena Public Schools is for RMDC Head Start to be the next occupant of the Ray Bjork Learning Center.

Todd Verrill, Facilities Director for Helena Public Schools, reviewed the proposals received for 7th Avenue Gym. The two proposals received were from Queen City Football Club (QCFC) and the Helena Community Hub Working Committee (HCHWC). Mr. Verrill reviewed the proposed use from each proposal, as well as the occupancy schedule, lease, payment, and improvement information provided. Mr. Verrill explained the evaluation methodology and the decision support matrix that was used to make a recommendation including the evaluation criteria (100 Total) which was: *Alignment with District Mission and Principles (25), Financial Considerations (35), Maintenance and Improvements (25), and Community Impact (15)*. Mr. Verrill stated that district administration recommends the proposal from Queen City Football Club to lease 7th Avenue Gym. This recommendation would go before the full Board of Trustees for approval at the August board meeting. Mr. Verrill stated this proposal offers the best combination of criteria to include a good financial proposal, good alignment with district mission and principals, outstanding maintenance of and improvements to the facility, and high impact to the Helena community. Mr. Verrill proceeded to answer any questions the Facilities and Maintenance Committee had regarding the RFPs received for 7th Avenue Gym. The Facilities and Maintenance Committee determined that rather than just presenting the recommended proposal from Queen City Football Club to the full board in August, they would like the full board to have the opportunity to also view the proposal from the Helena Community Hub Working Committee (HCHWC) at the August board meeting.

Mr. Verrill moved on to review the proposals received for the Ray Bjork Learning Center. There were proposals received from Rocky Mountain Development Council (South Wing Only), Rocky Mountain Development Council (Entire School), St. Peter's Health, and STEAM of Central Montana, LLC "Snapology". Mr. Verrill reviewed the proposed use from each proposal, as well as the occupancy schedule, lease, payment, and improvement information provided. Mr. Verrill explained the evaluation methodology and the decision support matrix that was used to make a recommendation including the evaluation criteria (100 Total) which was: *Alignment with District Mission and Principles (25), Financial Considerations (35), Maintenance and Improvements (25), and Community Impact (15)*. Mr. Verrill stated that district administration recommends the proposal from St. Peter's Health to lease the Ray Bjork Learning Center. This recommendation would go before the full Board of Trustees for approval at the August board meeting. Mr. Verrill stated this proposal offers the best combination of criteria to include an excellent financial proposal, a good alignment with district mission and principals, excellent maintenance of improvements to the facility, and a high impact to the Helena community.

Trustee Kay Satre stated that in reviewing the evaluation criteria for the proposals the financial considerations are scored at 35 total points, alignment with district mission and principles is scored at 25 points and community impact was scored at 15. Trustee Satre expressed discomfort that the financial considerations were scored higher than alignment with district mission and principals and community impact. Trustee Satre stated that it appears that there is so much to offer financially from St. Peter's Health, but the district has a long history with Head Start and they are so fundamental to Helena Public Schools. Trustee Satre stated that childcare of any kind is essential to

the community, so St. Peter's Health has a good argument for serving that need.

Regarding the proposal from St. Peter's Health, Board Chair Siobhan Hathhorn stated that it is very important to have medical people in our community and it is important that we recruit them and that they have a good place for their children, and it would be significantly better financially. Regarding the proposal from RMDC, Board Chair Siobhan Hathhorn stated that we have had a very long history with them, and her passion is low-income education, but their financial proposal is significantly less than St. Peter's Health.

The Facilities and Maintenance Committee determined that rather than just presenting the recommended proposal from St. Peter's Health to the full board in August, they would like the full board to have the opportunity to also view the proposal from the Rocky Mountain Development Council (Entire School) at the August board meeting.

VI. BOARD COMMENTS

There were no further board comments.

VII. ADJOURNMENT

Board Chair Siobhan Hathhorn adjourned the meeting at 11:43 a.m.



architecture + design

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PROGRESS REPORT

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

DATE: 2023-09-08

TO: Todd Verrill, Director of Facilities, Helena Public Schools
Siobhan Hathhorn, Chair, Facilities and Maintenance Committee

FROM: Ali Martin, AIA, NCARB, Associate, SMA Architecture + Design

Tasks Accomplished in the Last Month:

1. The SMA/NAC team continues to refine Master Planning options for district facilities at the elementary, middle school and high school levels. The team along with the school district has continues to discuss prioritization of projects and how these priorities inform phasing and potential bonds. Development of the Master Plan document is ongoing.
2. The SMA/NAC team met with a focused group from the HSD on 08.16.2023 to continue discussions on school district goals and priorities and refinement of the master plan options to reach these. The group began looking at how these objectives would need to be phased over the course of multiple bonds to successfully realize the master plan.
3. The SMA/NAC team has been gathering data to better understand the District's current sustainability methods and develop a framework for future sustainability goals/policy. Future Sustainability goals/policy will be refined with the school district at the next monthly progress meeting on September 20th.
4. The SMA team met with Trustees in a series of 3 meetings on September 6th and 7th to review work to date and discuss the elementary, middle school and high school options that have been developed.

Look Ahead:

1. The SMA/NAC will start meeting with Todd to prioritize the deferred maintenance spending as the Facilities Master Plan finds resolution.
2. The SMA/NAC team continues Phase 2 of the Master Plan. Based on the feedback received at the HSD Focus Meeting #1 and #2, our team will continue to develop and refine the master planning options for the elementary, middle, and high school facilities.
3. The SMA/NAC team will attend the Facilities Master Plan Monthly Progress Meeting and provide



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updated the master plan options and diagrams based on feedback from Focus Meeting #2. SMA/NAC will also be facilitating the development of the District Future Sustainability Goals/Policy to be included in 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
3. Upcoming Meetings:
 - a. Focused Community Leader Meeting for HSD FMP - TBD
 - b. Facilities Master Plan Monthly Progress Meeting on 09.20.2023 @ 1:30 PM.
 - c. Facilities and Maintenance Committee Meeting on 09.11.2023 @ 12:30 AM.
 - d. Board of Trustees Work Session on 09.26.2023 @ 4:00 PM.
 - e. HSD Key Stakeholder Meeting on 09.27.2023 @ 4:00 PM.
4. Upcoming Deliverables:
 - a. Interim deliverable for Phase 2 to be determined by the HSD Leadership Team
5. Schedule Status:
 - a. The project is currently in Phase 2 *Development of Comprehensive Long Range Facilities Master Plan Options, Requirements, & Options*, the schedule will continue to be evaluated and developed as the design team meets with the HSD Leadership Team and identifies and refines the final master plan options.

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



District Facilities Office



Summer 2023 Project Recap

Todd J. Verrill

Director of Support Services – September 2023

Agenda

- Elementary School Projects
- Middle School Projects
- High School Projects
- Other District Projects

Elementary Schools

19 Projects

9 Schools

- Broadwater:
 - Sewer line maintenance
- Bryant:
 - RBLC program moves
- 4Gs:
 - Patch and sealcoat parking lot
 - Fire lane gate
 - Tree removal and maintenance
 - Painting



19 Projects

9 Schools

- Jim Darcy:
 - Well maintenance
 - Bus loop improvements
- Jefferson:
 - Asbestos abatement
- Ray Bjork Learning Center:
 - Program move
- Rossiter:
 - Patch and sealcoat parking lot
 - Install new door & windows



19 Projects

9 Schools

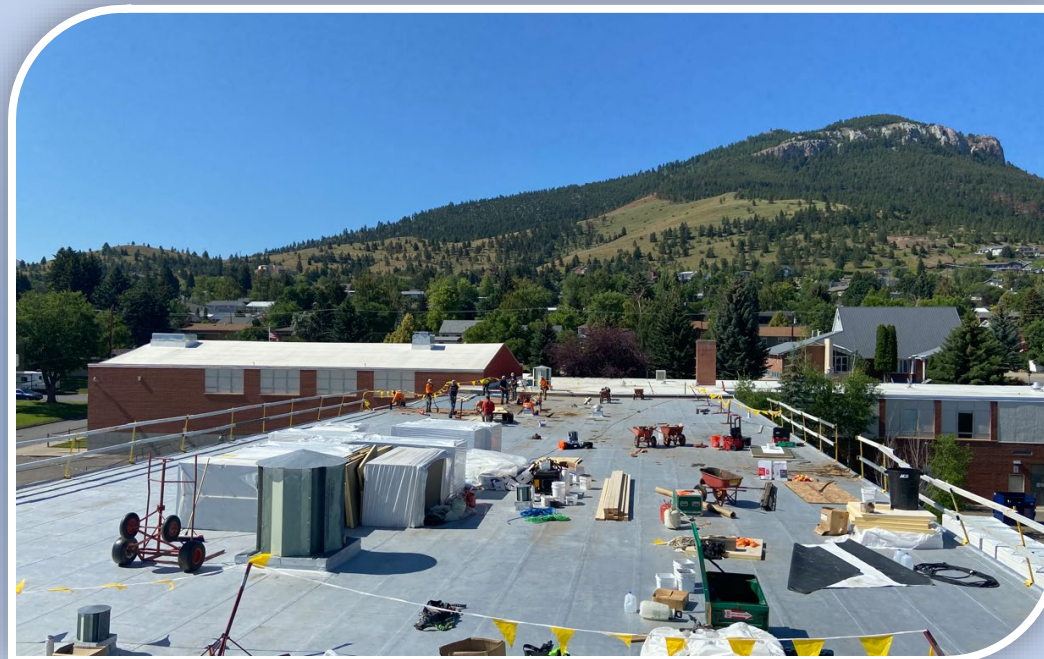
- Smith:
 - New fire escape stairs
 - Pigeon cleanup
- Warren:
 - New flooring
- Central
 - Hosted Bullock Safety Conf.



Middle Schools

8 Projects 2 Schools

- CRA:
 - Partial roof replacement
 - Patch and sealcoat
 - Clinical counseling office



8 Projects 2 Schools

- HMS:
 - Painted lockers
 - Playground equipment install
 - Flooring
 - Door maintenance
 - Tree removal



High Schools

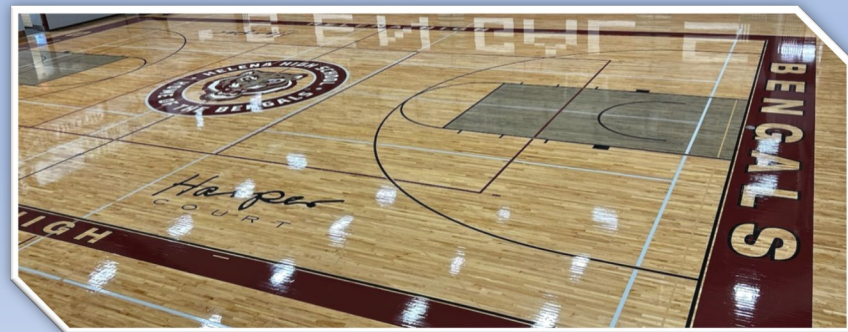
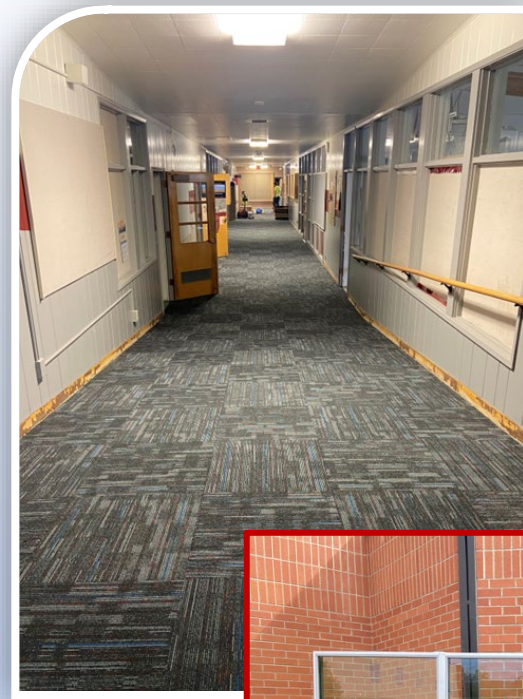
17 Projects 3 Schools

- CHS:
 - Tennis courts
 - CTE roof coating
 - Gym floor refinish
 - Parking lot jersey barriers
 - Pavement patch
 - Pigeon cleanup
 - HASS CNC machine

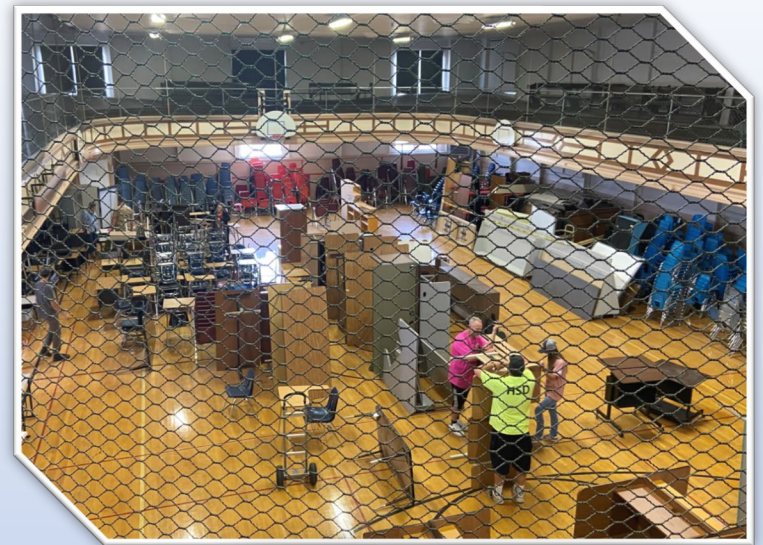


17 Projects 3 Schools

- HHS:
 - Clinical counseling office
 - Gym floor touchup
 - CTE roof recoat
 - Pavement patch
 - Window replacement
 - HASS CNC machine
 - New flooring
 - Condensate pumps
- PAL
 - Clinical counseling office

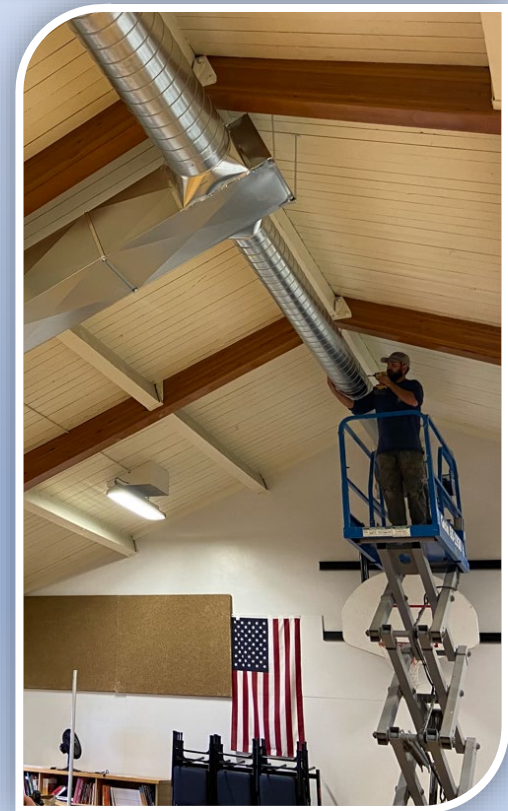


Other Projects



- Other:

- Pro. Development Center A/C
- 7th Ave Gym furniture disposal
- Parking lot striping
- Grounds maintenance
- Floor maintenance:
 - All gym floors
 - All school floors



Thank You!

Rob Brewer

Neal Murray

Tim Branson

Mike Higgins

Katie Ott

All the facilities maintenance and custodial
employees

Questions???