



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, September 11th, 2023, Noon

MINUTES

ATTENDEES

Trustees: Others:

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

Todd Verrill, Facilities Director
Janelle Mickelson, Business Manager
Rex Wertz, Superintendent
Barb Ridgway, Chief of Staff
Candice Delvaux, Executive Assistant
Gary Myers, Director of Educational
Technology
Karen Ogden, Communications Officer
Keri Mizell, Human Resources Director
Lona Carter, Student Health
Tim Meldrum, Partner + Principal SMA
Architects

I. **CALL TO ORDER**

Board Chair Siobhan Hathhorn 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 08.01.23 Facilities and Maintenance committee meeting were reviewed and approved.

V. NEW BUSINESS

A. Facilities Master Plan Update

Tim Meldrum, Partner + Principal with SMA Architects, gave an update on the Facilities Master Plan. Mr. Meldrum reviewed tasks accomplished in the last month. The SMA/NAC team continues to refine Master Planning options for district facilities at the elementary, middle school and high school levels. Their team along with the school district continues to discuss prioritization of projects and how these priorities inform phasing and potential bonds. Development of the master plan document is ongoing. The SMA/NAC team met with a focused group from the Helena School District on 08.16.2023 to continue discussion 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. 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. The SMA team met with Trustees in a series of three 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. Looking ahead the SMA/NAC team will start meeting with Facilities Director Todd Verrill to prioritize the deferred maintenance spending as the Facilities Master Plan finds resolution. The SMA/NAC team continues Phase 2 of the Master Plan and based on the feedback received at the Helena School District focus meeting one and two, the SMA team will continue to develop and refine the master planning options for the elementary, middle, and high school facilities. Mr. Meldrum concluded his presentation by review the upcoming schedule, meetings, and deliverable status for the facilities master plan.

B. Summer 2023 Project Recap

Todd Verrill, Facilities Director for Helena Public Schools, gave an update on Facilities and Maintenance projects completed over the summer. For the elementary there were nineteen projects completed in nine schools including:

Broadwater

- Sewer Line Maintenance

Bryant

- RBLC Program Moves

Four Georgians

- Patch and Sealcoat Parking Lot
- Fire Lane Gate
- Tree Removal and Maintenance
- Painting

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 and Windows

Smith

- New Fire Escape Upstairs
- Pigeon Cleanup

Warren

- New Flooring

Central

- Hosted Jeremy Bullock Safety Conference

Mr. Verrill moved on to review the eight projects that were completed at the two middle schools over the summer.

C.R. Anderson Middle School

- Partial Roof Replacement
- Patch and Sealcoat
- Clinical Counseling Office

Helena Middle School

- Painted Lockers
- Playground Equipment Install
- Flooring
- Door Maintenance
- Tree Removal

Mr. Verrill reviewed the seventeen projects completed at three high schools.

Capital High School

- Tennis Courts
- CTE Roof Coating
- Gym Floor Refinish
- Parking Lot Jersey Barriers
- Pavement Patch
- Pigeon Cleanup
- HASS CNC Machine

Helena High School

- Clinical Counseling Office
- Gym Floor Touchup
- CTE Roof Recoat
- Pavement Patch
- Window Replacement
- HASS CNC Machine
- New Flooring
- Condensate Pumps

PAL

- Clinical Counseling Office

Mr. Verrill concluded his presentation by reviewing other projects completed across the district over the summer.

- Professional Development Center A/C
- 7th Avenue Gym Furniture Disposal
- Parking Lot Striping
- Grounds Maintenance
- Floor Maintenance
 - All Gym Floors
 - All School Floors

VI. BOARD COMMENTS

There were no further board comments.

VII. ADJOURNMENT

Board Chair Siobhan Hathorn adjourned the meeting at 12:56 p.m.