



*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

Tuesday, August 1<sup>st</sup>, 2023 – 10:00 a.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 05.01.23 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES
- V. NEW BUSINESS
  - A. Facilities Master Plan Update
  - B. Review and Discuss RFPs for 7<sup>th</sup> Avenue Gym and Ray Bjork Learning Center
- VI. BOARD COMMENTS
- VII. ADJOURNMENT



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Board of Trustees  
Facilities & Maintenance Committee

Lincoln Campus

and via Microsoft Teams

Monday, May 1<sup>st</sup>, 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	Rex Wertz, Superintendent
Kay Satre, Committee Member	Josh McKay, Assistant Superintendent
	Candice Delvaux, Executive Assistant
	Gary Myers, Director of Educational Technology
	Karen Ogden, Communications Officer
	Jane Shawn, HEA President
	Keri Mizell, Human Resources Director
	Robert Brewer, Facilities Manager
	Barb Ridgway, Chief of Staff

#### I. **CALL TO ORDER**

Committee Chair Luke Muszkiewicz called the meeting to order at 12:03 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 04.07.23 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 continues to compile and analyze the information from the admin, staff, student, and community 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 on 04.26.2023. The SMA/NAC team continues Phase 2 of the Master Plan. Based on the feedback received at the April 26<sup>th</sup> Key Stakeholder meeting, their team will continue to develop and refine the master planning options for the elementary, middle, and high school facilities.

#### B. Facilities and Custodial Update

Todd Verrill, Facilities Director for Helena Public Schools, gave a facilities and maintenance update to the Facilities and Maintenance Committee and reviewed projects over the last thirty days, the March work order count, current projects, and other project updates.

#### Projects Last 30 Days:

- Spring cleanup...ongoing
- Prepared Vigilante stadium for track and field season
- Moved music equipment from CHS to HHS to support the 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
- 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 April 24th 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%)

Mr. Verrill gave a custodial update to the Facilities and Maintenance Committee.

Flooring:

- Asbestos encapsulation (BETCO SureCure sealer)
  - Jefferson: completed April 10th
  - Smith: completed April 19<sup>th</sup>
  - Capital (central kitchen): completed April 25<sup>th</sup>
  - 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

Mr. Verrill gave a safety and security update to the Facilities and Maintenance Committee.

- Tested emergency systems over spring break at the 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 Capital City Health Club
- Installed clock speakers and data cables at both high schools
- MT Department of Labor inspection mitigation and reporting completed for Central, Bryant, Capital High, and the Maintenance Shop.
- The door buzzers for both Middle Schools, Rossiter, Warren, and 4G's were brought fully online after having been wired over Spring Break. Now, if a door is left open an alarm will sound.

### 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.

### **VI. BOARD COMMENTS**

Trustee Luke Muszkiewicz thanked Facilities Director Todd Verrill for doing a great job collaborating with the City of Helena, Lewis and Clark County, and the many other partners that Helena Public Schools has. Trustee Muszkiewicz expressed his appreciation for everything that the facilities and technology departments are doing related to safety and security in the Helena Public Schools.

There were no further board comments.

### **VII. ADJOURNMENT**

Committee Chair Luke Muszkiewicz adjourned the meeting at 12:55 p.m.