



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, October 9th, 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 09.11.23 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES
- V. NEW BUSINESS
 - A. Facilities Master Plan Update-SMA
 - B. Facilities Monthly Update
- VI. BOARD COMMENTS
- VII. ADJOURNMENT



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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 Wetz, 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.



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PROGRESS REPORT

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

DATE: 2023-10-04

T0: 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 finalize Master Planning option iterations for district facilities at the elementary, middle school and high school levels. Development of the Master Plan document is ongoing.
2. The SMA/NAC team reviewed master plan options and discussed a possible approach to the sustainability goals/policy at the monthly progress meeting on September 20th.
3. The SMA/NAC team presented current facility options at the Trustee Work Session on September 26th.
4. The SMA/NAC team facilitated a Core Stakeholder Meeting on September 27th. The team presented current facility options and facilitated smaller break out groups to discuss options for the elementary, middle, and high school facilities.

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 Trustee Work Session and Core Stakeholder Meetings, the team will continue to refine the best way to present the proposed options for the elementary, middle, and high school facilities in the Master Plan Document.
3. The SMA/NAC team will attend the Facilities Master Plan Monthly Progress Meeting and provide an outline and proposed framework for the Master Plan Document. Iterations of the options based on feedback from the Trustee Work Session and Core Stakeholder Meeting will be reviewed.



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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 on 10.09.2023 @ 12:00 AM.
 - b. Facilities and CTE Meeting on 10.16.2023 @ 2:30 PM.
 - c. Facilities Master Plan Monthly Progress Meeting on 10.17.2023 @ 11:00 AM.
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