



*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, October 9<sup>th</sup>, 2023, Noon

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## MINUTES

### ATTENDEES

*Trustees: Others:*

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

Todd Verrill, Facilities Director  
Janelle Mickelson, Business Manager  
Tim McMahon, Activities Director  
Barb Ridgway, Chief of Staff  
Candice Delvaux, Executive Assistant  
Gary Myers, Director of Educational  
Technology  
Josh McKay, Assistant Superintendent  
Jane Shawn, HEA President  
Karen Ogden, Communications Officer  
Keri Mizell, Human Resources Director  
Lona Carter, Student Health  
Kaitlyn Hess, Assessment & Federal Programs  
Tim Meldrum, Partner + Principal SMA  
Architects

### I. CALL TO ORDER

Facilities and Maintenance Committee Chair Kay Satre called the meeting to order at 12:01 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 09.11.23 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 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. 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. The SMA/NAC team presented current facility options at the Trustee Work Session on September 26th. 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. Looking ahead, the SMA/NAC 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. 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. 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.

#### B. Facilities Monthly Update

Todd Verrill, Facilities Director for Helena Public Schools, gave an update on Facilities and Maintenance projects:

##### Projects Last 30 Days:

- HHS sewer line repair

- 7th Ave Gym clean-out and prep for Queen City Football Club
- Vigilante stadium prep for football season
- Lincoln Center parking lot maintenance
- Grounds Fall prep...sprinkler winterization
- Prep CRA weight room for new equipment

#### Current Projects

- Work orders
- Heating system start-up
- Air filter replacement
- Prep equipment and personnel for snow removal
- CHS electrical system troubleshooting...power surge issues

#### Other Project Updates

- CTE Center Roof Heat Traces
  - Last phase of this summer's roof coating project.... reduce ice dams
- Summer 2024 planning. Focusing on the following areas:
  - SEC Report and Deferred Maintenance Report HIGH PRIORITY items
    - Roofing
    - Building envelope
    - Flooring
    - Electrical and Plumbing
    - HVAC
    - Grounds
    - Safety and Security

#### SEPTEMBER WORK ORDERS

Submitted: 668

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

#### Custodial Update

Custodial Staff:

- One new employee hired
- Current number of vacancies: 7

### Safety and Security Update

- Conducted system tests at schools
- More testing needed during fall break
- Currently performing fire marshal inspections at all schools with Helena Fire Department
- Working with schools to conduct emergency drills
- Shelter in place / lock in place / evacuation / etc.
- Published a revised Emergency Operations Plan prior to start of school year
- Emergency Dial Code training with school admin
- Emergency planning with SACC staff
- Door lock/unlock training with school admin

Mr. Verrill concluded the facilities monthly update by discussing various 2024 project ideas in the district related to roofing, building envelope, flooring, electrical/plumbing, HVAC, grounds, and safety and security and by answering any questions the Facilities and Maintenance committee had regarding his presentation.

### **VI. BOARD COMMENTS**

There were no further board comments.

### **VII. ADJOURNMENT**

Committee Chair Kay Satre adjourned the meeting at 12:50 p.m.