



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, November 13th, 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 10.09.23 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES
- V. NEW BUSINESS
 - A. Facilities Master Plan Update-SMA
 - B. Safety, Security, and Tech Levies Presentation
 - C. 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, October 9th, 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
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.



architecture + design

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PROGRESS REPORT

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

DATE: 2023-11-09

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 has finalized the options for the Facilities Master Plan as it relates to potential outcomes for the elementary, middle school, high school, and district facilities. The approach to the facilities master plan document/framework has been discussed and approved with the Helena School District. The SMA/NAC has begun implementing this approach as the Facilities Master Plan document comes together.
2. The SMA/NAC team facilitated a Facilities and CTE Meeting on 10.16.2023. Goals of the Facilities Master Plan were reviewed with the group and discussion focused on long-term CTE department goals and objectives. Potential CTE Planning Options and the pros and cons of each were discussed.

Look Ahead:

1. The SMA/NAC is setting up a 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 discussion and feedback during the HSD FMP Monthly Progress Meeting on 10.17.2023, the team is making some refinements to the planning options as we organize the Phase 2 scope of the Facilities Master Plan Document.
3. The SMA/NAC team will facilitate a second Facilities and CTE Meeting on 11.27.2023. The meeting will focus updates to the Facilities Master Plan as it relates to the CTE programs. The team will also present precedent programs to better illustrate how school districts have successfully implemented shared CTE programs and how it has worked from a scheduling, transportation, and facilities standpoint.



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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 11.16.2023 @ 12:00 AM.
 - b. Facilities and CTE Meeting on 11.27.2023 @ 2:30 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

Facilities and Maintenance Update
November 2023

Projects Last 30 Days:

- Snow removal from early season storm (21")
 - Vigilante Stadium...20-30 volunteers helped clear the bleachers
- Broadwater Elementary fire support
 - HFD assistance
 - Coordinated cleanup
 - Property insurance coordination
 - Inspected all light fixtures in the building
- 7th Ave Gym hand over to QCFC
- Flooring partial replacements at HMS and HHS

Current Projects

- Updating communication equipment in all school fire alarm panels
 - Outdated hard-wire phone lines are not reliable
 - Replace with modern wireless phone lines
 - Estimated cost savings: \$10,000/year
- Water pressure issues at 4Gs and PAL
 - Damaged two water fountains
 - In contact with City of Helena water division
- CHS electrical system. No issues since we installed a gauge and lock
- CTE Center Roof Heat Traces (On hold until favorable weather)
- Summer 2024 roofing projects
 - CHS, HHS, HMS, Smith

OCTOBER WORK ORDERS

Completed: 454

Custodial Update

Custodial Staff:

- Two new employees hired in the last week (evening floats)
- Current # vacancies: 6
- Replacing all soap dispensers in the district
 - Estimated cost savings: \$4,000/year
- Special Olympics support at 8 schools

Safety and Security Update

- Emergency dial codes:
 - Training with all administration and office staff
 - System testing complete
- Playground safety training
- Fire marshal inspections at all schools and facilities
- Coordinated support for Special Olympics basketball tour
- Ongoing school emergency drills and tests
- Installed emergency phone at HHS