



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, November 13th, 2023, Noon

MINUTES

ATTENDEES

<i>Trustees:</i>	<i>Others:</i>
Kay Satre, Committee Chair	Todd Verrill, Facilities Director
Siobhan Hathhorn, Board Chair	Janelle Mickelson, Business Manager
Terry Beaver, Committee Member	Candice Delvaux, Executive Assistant
	Rex Wertz, Superintendent
	Gary Myers, Director of Educational Technology
	Jane Shawn, HEA President
	Karen Ogden, Communications Officer
	Keri Mizell, Human Resources Director
	Lona Carter, Student Health
	Kaitlyn Hess, Assessment & Federal Programs
	Ali Martin, SMA Architecture + Design
	Barb Ridgway, Chief of Staff
	Liz Grant, Guest of the Public

I. **CALL TO ORDER**

Facilities and Maintenance Committee Chair Kay Satre called the meeting to order at 12:00 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 10.09.23 Facilities and Maintenance committee meeting were reviewed and approved.

V. NEW BUSINESS

A. Facilities Master Plan Update

Ali Martin, AIA, NCARB, Associate, SMA Architecture + Design gave an update on the Helena School District Facilities Master Plan. Ms. Martin reviewed tasks accomplished in the last month. The SMA/NAC team has finalized the options for the Facilities Master Plan as it relates to the potential outcomes for the elementary, middle schools, high schools, and district facilities. The approach to the facilities master plan document/framework has been discussed and approved with the Helena School District. SMA/NAC has begun implementing this approach as the facilities master plan document comes together. 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. Looking ahead, the SMA/NAC team is setting up a meeting with HSD Facilities Director Todd Verrill to prioritize the deferred maintenance spending as the facilities master plan finds a resolution. The SMA/NAC team continues phase two of the master plan. Based on discussion and feedback during the HSD FMP monthly progress meeting on 10.17.23, the team is making some refinements to the planning options as they organize the phase two scope of the facilities master plan document. The SMA/NAC team will facilitate a second Facilities and CTE meeting on 11.27.2023. The meeting will focus on 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.

B. Safety, Security, and Tech Levies Presentation

The Facilities Committee moved on to discuss the safety and security levy. Facilities Director Todd Verrill discussed the need for a 2024 safety and security levy and stated there is no “line-item” for safety and security funding. It is currently funded out of Facilities Maintenance (General Fund), or Facilities Building Reserve, and a voted levy will provide funding to sustain best practices. Mr. Verrill reviewed planning considerations which include two cost categories of materials and supplies and salaries and labor. Mr. Verrill reviewed the materials and supplies needs:

1. Materials and Supplies
 - a. Environmental Health, Safety, & Compliance
 - Air Conditioning and Filtration
 - b. SEC Report Recommendations
 - Classroom Window Coverings
 - c. Fire Safety
 - Updated Detection, Alarms, & Controls
 - d. Playground Safety (Elementary Only)
 - Equipment Repair/Replacement
 - e. Physical Security
 - Classroom Door Locks
 - f. Information Technology (IT)
 - Access Controls (key fobs, etc.)

Mr. Verrill moved on to review the salaries and labor needs under the proposed 2024 Safety and Security Levy.

2. Salaries and Labor
 - a. Mental and Physical Health
 - Mental Health Response Teams
 - Nurses and Counselors
 - b. Law Enforcement Support
 - SROs in Schools
 - Support to School Activities
 - c. IT Support (%)
 - Software Support
 - Access Hardware Support
 - d. Facilities Maintenance and Custodial (%)
 - Custodians
 - Grounds
 - Trades

Mr. Verrill reviewed the estimated total amounts for the elementary levy and the high school levy and what the annual and monthly tax impact on a \$100K home, \$300K home, and \$600K home would be. Mr. Verrill concluded his presentation by answering any questions the committee had regarding the safety and security levy discussion.

The Facilities Committee moved on to discuss the technology Levy. Mr. Gary Myers, Director of Educational Technology, discussed the need for a 2024 technology levy. Mr. Myers began his presentation by reviewing with the committee what technology in the district looked like back in 2005 compared to what technology in the district looks like now in 2023. In 2005 there was about one desktop computer per teacher, in an elementary school there was one cart of laptops for 450 students, and four to five wireless access points for the whole building. In 2005 in one of the middle schools there was one desktop computer per teacher, two computer labs for 700 students, a few projectors mounted, and the first carts of Chromebooks were added in 2015. In 2005 in one of the high schools there were around two to three computer labs and a few carts for over 1,200 students. There was one desktop computer per teacher, a TV in each room for announcements, and two to three teachers were using Moodle for classes. In 2023 there are over 1,000 teacher devices, over 7,800 student devices, student email, 4,000 average users at any time, 5Gb internet, 600 wireless access points, most of the curricular resources are online, projectors are in most learning spaces, there are powerful online tools, and millions of documents are created by students and teachers each year.

Mr. Myers stated that the technology needs in the district have expanded dramatically and include:

1. Device Replacement
 - Student devices-iPads and Chromebooks (5-7 year cycle)
 - Teacher/staff devices-laptops (5-7 year cycle)
 - Classroom devices-projectors, cameras, labs, phones (7-10 year cycle)
2. Network and Services
 - Internet connectivity
 - Software licensing
 - Curriculum resources
3. Support
 - Applications management
 - Network and administration

Mr. Myers reviewed what the K-8 tech levy amounts and high school tech levy amounts would need to be to meet our new tech needs, and what the annual tax impact on a \$100K home, \$300K home, and \$600K home would be. Mr. Myers concluded his presentation by answering any questions the committee had regarding the technology levy discussion.

C. Facilities Monthly Update

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

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

VI. **BOARD COMMENTS**

Board Chair Siobhan Hathorn stated that when we start informing the community about our desire to run these levies in 2024, we need to really focus on how passing the levies will make technology better in our schools, and how it will make our schools safer, rather than focusing on the budget needs.

VII. **ADJOURNMENT**

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