



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, December 11th, 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 11.13.23 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES
- V. NEW BUSINESS
 - A. Facilities Master Plan Update-SMA
 - B. Energy Savings Performance Contracting-Matt Thompson, AMERESCO
 - C. Facilities Monthly Update
- VI. BOARD COMMENTS
- VII. ADJOURNMENT



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

Trustees: Others:

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

Todd Verrill, Facilities Director
Janelle Mickelson, Business Manager
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
Janelle Mickelson, Business Manager
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.



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PROGRESS REPORT

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

DATE: 2023-12-12

TO: 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 continues to refine the framework as the Facilities Master Plan document comes together.
2. The SMA/NAC team facilitated a Facilities and CTE Follow-Up Meeting on 11.27.2023. During the session, the CTE staff presented their discoveries related to CTE facility precedents. The SMA/NAC team highlighted the Columbia Basin Technical Skills Center project as a model for facility design, scheduling, and class offerings. Additionally, the team illustrated various instances of how CTE programs are structured and conducted in school districts across the state.

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. The team will present a draft of the Facilities Master Plan Document at the 12.20.2023 Progress Meeting.

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 12.11.2023 @ 12:00 PM.



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- b. Facilities Master Plan Progress Meeting on 12.20.2023 @ 1:30 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

Solution Sheet

Energy Savings Performance Contract



With an ESPC, you can leverage energy savings to generate capital to renew facilities and building systems.

Energy savings performance contracting (ESPC) provides a simple solution to a big challenge: completing necessary infrastructure upgrades when budgets are too tight or non-existent.

An ESPC is budget-neutral in that you use the money you are already spending on monthly utility bills to finance your energy infrastructure and facility improvements. During the contract, energy-efficient upgrades yield savings that pay for the work. When the performance contract is complete, you receive the full benefit of energy-efficiency savings, providing capital for further facility improvements.

As your trusted sustainability partner, Ameresco has all the resources needed to plan and execute a comprehensive energy program that will create real, sustained economic benefit.

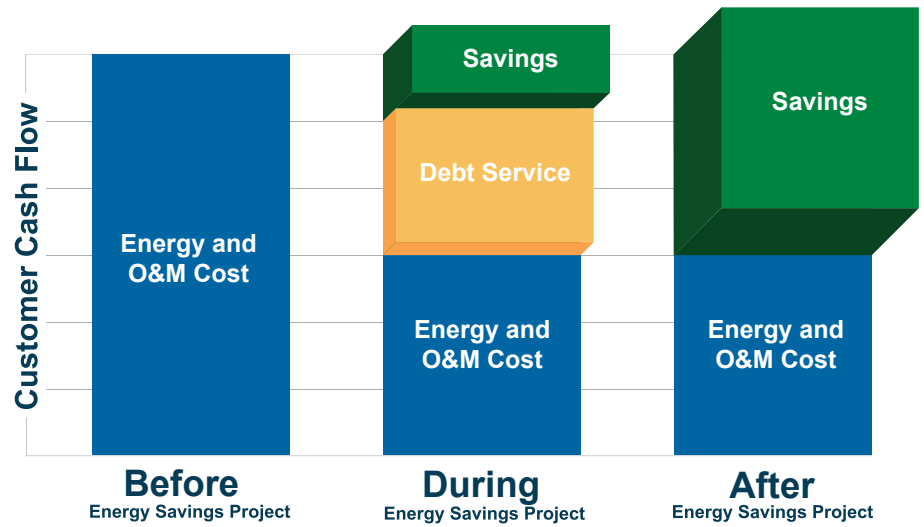


Illustration only. % of savings varies from project-to-project

Benefits

- Renew Aging Infrastructure
- Reduce Energy Costs
- Reduce Operating Costs
- Enhance Building Comfort
- Support Sustainability Initiatives
- Achieve LEED and other Certifications
- Reduce Carbon Emissions and Carbon Footprint

Sample Energy Efficiency Improvements

- Energy Management Systems
- Water Conservation
- Renewable Energy
- Ventilation
- Fuel Switching
- Building Envelope Improvements
- Cooling System Improvements
- Heating System Improvements
- HVAC Distribution Systems
- Lighting Systems
- Power Systems
- Operations and Maintenance (O&M)
- Measurement and Verification

Why Ameresco?

Our team of energy experts will develop customized solutions that meet your unique financial, environmental and sustainability goals through efficiency services. Ameresco coordinates the upfront project costs and the customer repays that investment out of their energy savings over time.

Improvements Without Sacrifice

ESPCs allow facility owners to make energy and facility improvements when faced with budget cuts and other financial restraints. This enables completion of facility upgrade projects that would otherwise wait until critical failure, while controlling consumption as utility costs rise.

Better Buildings

Replacing aging equipment with high-efficiency technologies delivers benefits beyond lower utility bills and reduced maintenance costs. Improved lighting, better air quality, and more comfortable room temperatures are also proven to be happier, more productive environments with higher performance results.

Cost Savings

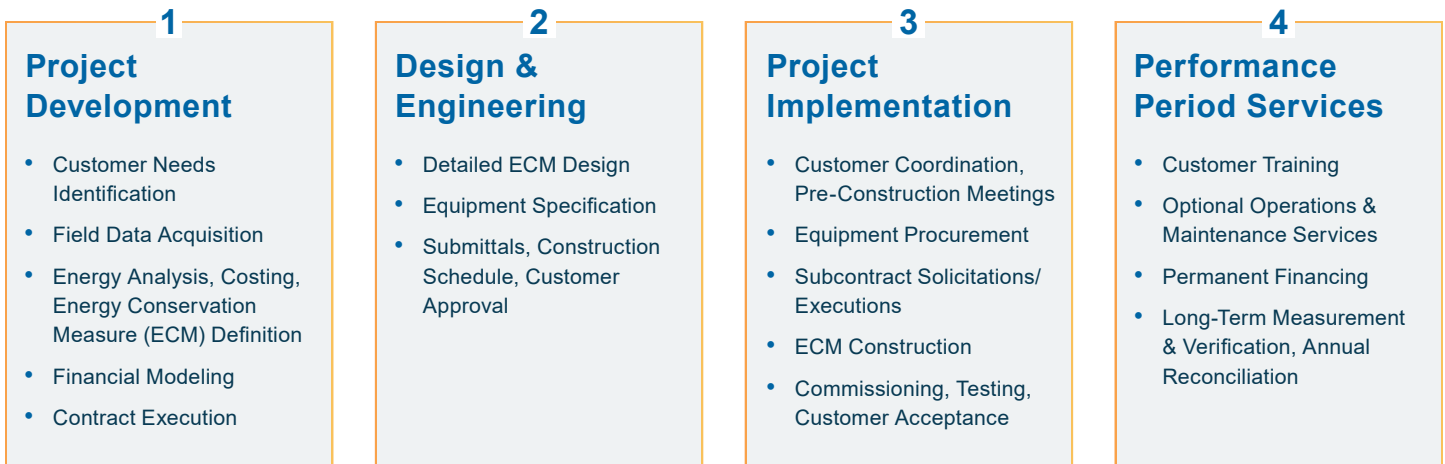
Ameresco ESPC programs produce energy savings while reducing long-term maintenance costs. The facility owner is the beneficiary of all savings during the term of repayment and beyond.

Packaged Solutions

Performance contracting streamlines facility improvements. With a single contract, you can address multiple energy-efficiency projects rather than doing one project at a time. Ameresco provides a full range of services and continues working with our clients once the projects are implemented to ensure optimal long-term energy performance.

Our Approach

Our comprehensive approach to managing an ESPC is designed to ensure that we deliver the maximum value for the lowest possible cost. We will identify the best solution for the project based on each customer's unique project priorities. As an independent energy services provider, we provide unbiased recommendations based solely on the needs of the specific facilities and project priorities.



Ameresco's team of energy experts can assist you in identifying the solution that fits your needs.

For more information about Ameresco and our full-range of energy efficiency and renewable energy solutions, please call **1-866-AMERESCO** or visit **ameresco.com**.



Facilities and Maintenance Update
December 2023

Projects Last 30 Days:

- Updated communication equipment in all school fire alarm panels
- Warren Elementary library door replacement
- Kessler Elementary new hot water heater
- Vigilante Stadium winter hibernation
- Installed pressure reduction valve (PRV) at PAL
- Water pressure issues at 4Gs and PAL
- CHS electrical system investigation
- QCFC rekeyed 7th Ave. Gym (we have two keys)

Current Projects

- Smith Elementary School interior painting
- 4Gs Elementary PRV
- Holiday programs prep (stages, chairs, etc.)
- Bryant Elementary dumpster ramp
- CTE Center Roof Heat Traces (On hold)
- Summer 2024 roofing projects
 - CHS, HHS, HMS, Smith
- Ray Bjork lease negotiations

OCTOBER WORK ORDERS

Completed: 343

Custodial Update

Custodial Projects:

- Flooring partial replacement at HHS (finished project from OCT)
- Replaced 750 soap dispensers district-wide
- CRA stair tread project (Hi-Vis bullnose for visually impaired students)

Staff:

- Good number of applicants over the last month (more in NOV than the rest of the fiscal year)
- Three new employees hired in the last week (2 x CRA, 1 x HMS)
- Current # vacancies: 3

Safety and Security Update

Outreach and Coordination:

- Attended the MTSBA School Safety, Security, and Innovations Symposium
- Attended City of Helena board member training as the HSD Representative on the City-County Parks Advisory Board
- Special Olympics Basketball Tournament support
- Fire Marshal inspection corrective actions

Environmental:

- Monthly well water quality sampling – all valley schools' water is safe
- Air quality assessment (NIH) @HHS Little Theatre – NO elevated contaminant levels
- BRO - Post-fire enviro clean-up assessment (NIH) – NO elevated contaminant levels

Safety Planning, Testing, and Training:

- Emergency dial code system completed and tested at PAL
- New evacuation site MOUs signed with Civic Center for Central and Hawthorne
- SACC staff on-site training and planning for Run, Hide, Fight and evacuation procedures
- Coordinate and assist with practice drills