



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**

Monday, January 8th, 2024, Noon

Lincoln Campus
and via Microsoft Teams

MINUTES

ATTENDEES

Trustees: Others:

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 Weltz, Superintendent
	Gary Myers, Director of Educational Technology
	Jane Shawn, HEA President
	Josh McKay, Assistant Superintendent
	Karen Ogden, Communications Officer
	Keri Mizell, Human Resources Director
	Robert Brewer, Facilities Manager
	Kaitlyn Hess, Assessment and Federal Programs
	Joslyn Davidson, Curriculum Director
	Tim Meldrum, SMA Architecture + Design
	Barb Ridgway, Chief of Staff
	Tim McMahon, Activities Director
	Several Guest of the Public

I. CALL TO ORDER

Facilities and Maintenance Committee Chair Kay Satre called the meeting to order at 12:05 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 12.11.23 Facilities and Maintenance committee meeting were reviewed and approved.

V. NEW BUSINESS

A. Facilities Master Plan Update

Tim Meldrum, SMA Architecture + Design, gave an update on the Helena School District Facilities Master Plan. Mr. Meldrum reviewed tasks accomplished in the last month. The SMA/NAC team presented multiple scenarios based on the master plan options for elementary, middle, and high school facilities at the 12.20.23 Facilities Master Plan Progress Meeting. These scenarios showed multiple funding phases with potential projects in each phase. A critical path diagram was shown for each scenario. SMA met with Todd Verrill and Robert Brewer to discuss deferred maintenance and how it informs the master plan. Discussion around the development of a schedule for deferred maintenance items was also discussed. Looking ahead the SMA/NAC team will be providing updates to the previously presented scenarios with estimated costs for budgeting purposes as a follow-up to the 12.20.23 Monthly Progress Meeting. The SMA/NAC team continues Phase 2 of the Master Plan and is working on a draft of the master plan document. The SMA/NAC team hopes to present a draft of the Facilities Master Plan at the February Facilities Maintenance Committee Meeting and at the February full Board of Trustees meeting.

The Facilities and Maintenance Committee proceeded to receive a Facilities Monthly Update from Facilities Director Todd Verrill.

B. Facilities Monthly Update

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

Projects Last 30 Days:

- Smith Elementary School interior painting (65% complete)
- HHS commercial sink replacement
- Holiday programs support
- Bryant Elementary dumpster ramp
- Bryant Elementary Trailhead program move
- Ray Bjork lease negotiations
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Current Projects

- Bryant Elementary interior door and quiet room additions
- CHS interior door upgrade design
- WORK ORDERS....

DECEMBER WORK ORDERS

Completed: 331

Mr. Verrill proceeded to give a custodial update to the Facilities and Maintenance Committee.

Custodial Projects:

- Winter break deep cleaning
- Uni-Vent filter replacement at all schools
- CRA stair tread project (Hi-Vis bullnose for visually impaired students)

Staff:

- Four new employees hired in December
- Current # vacancies: 4

Mr. Verrill concluded his presentation by giving a safety and security update from Mr. Neal Murray, Safety and Operations Manager to the Facilities and Maintenance Committee:

- Tested all automated security and emergency notification systems over the break
- Attended City-County Parks Advisory Board

- Fire Marshal inspection corrective actions 99% complete
- Conducted Ray Bjork playground insurance inspection
- New employee orientation
- Quarterly and monthly water sampling

C. Deferred Maintenance Analysis

Mr. Verrill presented a deferred maintenance analysis from 2022 to the Facilities and Maintenance Committee. Keep in mind that these numbers are much higher today and continue to rise every day. His presentation included an elementary district analysis by systems, and by system and school as well as a high school district analysis by system and by system and school, followed by an analysis by priority. There is around \$29,559,282 dollars in deferred maintenance in the Elementary (K-8) District-By System and around \$29,185,331 dollars in deferred maintenance in the High School District-By System. The total cost of high priority deferred maintenance for both the elementary and high school district is around \$25,339,209. The total cost of medium priority deferred maintenance for both the elementary and high school district is around \$29,680,767. The total cost of low priority deferred maintenance for both the elementary and high school district is around \$8,803,477. The total cost of estimated deferred maintenance by priority combined for both the elementary and high school district is around \$63,823,453 and these numbers continue to rise every day. Mr. Verrill concluded his presentation by pointing out that 87% of the deferred maintenance (DM) is HIGH or MEDIUM priority. HVAC accounts for 35% of total deferred maintenance (DM) across the district and roofing is 20%. The two middle schools account for 42% of the elementary district deferred maintenance. Helena High is in comparatively much worse condition than CHS, \$17 million and \$11 million respectively.

VI. BOARD COMMENTS

There were no further board comments.

VII. ADJOURNMENT

Committee Chair Kay Satre adjourned the meeting at 12:53 p.m.