



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, February 12th, 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
	Candice Delvaux, Executive Assistant
	Rex Wertz, 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
	Joslyn Davidson, Curriculum Director
	Tim Meldrum, SMA Architecture + Design
	Ali Martin, SMA Architecture + Design
	Barb Ridgway, Chief of Staff
	Tim McMahan, Activities Director
	Lona Carter, Student Health
	Several Guest of the Public

I. CALL TO ORDER

Facilities and Maintenance Committee Chair Kay Satre called the meeting to order at 12:02 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 1.08.24 Facilities and Maintenance committee meeting were reviewed and approved.

V. NEW BUSINESS

A. Facilities Monthly Update

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

Projects Last 30 Days:

- Snow and ice removal-on going
- January 2024 cold snap impacts at following schools:
 - Kessler (burst pipe)
 - HMS (boiler water flow)
 - Jim Darcy (fire sprinkler burst and sink frozen)
 - CHS (frozen pipes)
 - HHS (kitchen fintube leaks (x 8) and burst pipe)
 - Ray Bjork (burst pipe)
 - Lincoln Center (IT annex roof leak and burst pipe in main bldg)
- Broadwater fire insurance claim

Current Projects

- Roof Pre-Bid packets for Smith, HMS, HHS, and CHS
 - Smith and HMS Bid opening 20 FEB 2024
 - HHS and CHS bid opening NLT 5 MAR 2024 (exact date/time TBD)
- Bryant SPED hallway/door improvements (in design)

- CHS theater lighting upgrades and safety improvements (in design)
- Jefferson HVAC improvements to room 14 (at engineer review)

JANUARY WORK ORDERS

Completed: 478

Custodial Update

Custodial Projects:

- January cold snap clean-up
- Supported Shoot Out basketball tournament at Bryant, Central, 4Gs, Jim Darcy, CRA, CHS
- CRA stair tread project (Hi-Vis bullnose for visually impaired students)

Staff:

- Two new employees hired in JAN
- Current # vacancies: 5
- Averaged 5 sick custodians / day in JAN

Safety and Security Update

- All Fire Marshal report mitigation complete. Approved reports sent to all school admin.
- Received 19 AEDs from HPD. Assessed AEDs function and inventoried supplies.
- Updated and verified school district access for all HPD and LCCSO. 60+
- Implemented new key/fob agreement form for all non-district staff from groups.
- Scheduled Active Shooter Training on 3/9 at Kessler.

B. Presentation of Draft Facilities Master Plan-Guiding Document

Mr. Tim Meldrum and Ms. Ali Martin with SMA Architecture + Design, gave a Facilities Master Plan Draft Guiding Document Presentation to the Facilities and Maintenance Committee. Mr. Meldrum and Ms. Martin began by sharing the facilities master plan schedule that ranged from 2022 to 2024. They discussed data collection and analysis, community input, and site-based planning. Mr. Meldrum and Ms. Martin reviewed facility needs associated with the 21st Century Model of Education and displayed an educational and functional adequacy facility matrix. Next, they displayed a facility site analysis matrix, and an elementary schools location diagram. Mr. Meldrum and Ms. Martin moved on to discuss current trends in public school curricula, facilities contrast examples, and facility needs of current technology, projected technology purchases, implementation, and future trends. Next, they displayed a document that showed demographic data, district enrollment projections and trends for facility needs, as well as a population projection for Lewis and Clark County and Montana and the percentage change in population projection from 2020 to 2035 for Lewis and Clark County. Mr. Meldrum and Ms. Martin moved on to display a deferred maintenance assessment, and real estate market analysis as well as a building condition matrix. Next, they discussed community partnerships for district facility needs

and the importance of engaging all stakeholders, as well as discussing the Key Stakeholder Meetings that were held. Mr. Meldrum and Ms. Martin moved on to discuss the development of the comprehensive long range facilities master plan options, requirements, and options. They began by discussing proposals for renovations/additions to existing facilities for elementary, middle school, and high school buildings as well as district athletics facility options. Next, Mr. Meldrum and Ms. Martin discussed proposals for best practices for new facility construction and discussed the sale, trade, maintenance, or disposal of current facilities. Mr. Meldrum and Ms. Martin reviewed a document that showed facilities assessment and recommendations and discussed potential new site/facility acquisition. Next, they discussed a cost benefit analysis and a sustainable/energy conservation analysis. Mr. Meldrum and Ms. Martin reviewed options/alternative for the comprehensive long range master plan as well as facilities master plan scenarios, a scenario of budget costs, and a proposed 15–20-year site build out for Helena High School. Mr. Meldrum and Ms. Martin concluded their presentation by answering any questions the Facilities and Maintenance Committee had about the draft facilities master plan-guiding document.

VI. BOARD COMMENTS

The Trustees thanked SMA Architecture + Design for all their work on this document and for providing such rich data that can help the board make proactive decisions instead of reactive decisions with the facilities in the district.

VII. ADJOURNMENT

Committee Chair Kay Satre adjourned the meeting at 1:11 p.m.