



*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, March 11<sup>th</sup>, 2024– 1:00 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](#)

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### 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 02.12.24 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES

V. NEW BUSINESS

- A. May Butler RFPs Update
- B. Facilities Monthly Update
- C. Roofing Projects Recommendations

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**

Monday, February 12th, 2024,

Noon

Lincoln Campus

and via Microsoft Teams

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## 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.

**Todd J. Verrill**

Director of Facilities  
1201 Boulder Ave.  
Helena, MT 59601  
(406) 324-1734  
[tverrill@helenaschools.org](mailto:tverrill@helenaschools.org)

**Superintendent Wertz**

1325 Poplar St.  
Helena, MT 59601-0939  
[rwertz@helenaschools.org](mailto:rwertz@helenaschools.org)

8 March 2024

**Superintendent Wertz,**

I am writing to provide a recommendation regarding the lease proposals for the May Butler Center. After a thorough review and consideration, it is my recommendation that the district reject both proposals for the following reasons:

1. Financial Considerations: Neither proposal makes a competitive lease offer. Good Samaritan Ministries offers a lease rate of \$500/month over a 30-year lease. The Steward offers a total payment of \$1 for a 99-year lease. Considering the district's need to generate revenue these proposals fall short.
2. Community Concerns: The establishment of a women's shelter and drop-in service center in a residential area may raise valid concerns among community members regarding safety and property values. Without comprehensive plans to address these concerns and ensure community support, there is a risk of opposition that could negatively impact the reputation of our school district.
3. Needs of the District: Instead of proceeding with either of the proposed lease agreements, I recommend that the district explore alternative options for the utilization of the May Butler Center. This could include partnerships to construct affordable teacher housing or renovating the space to accommodate early childhood education.

Based on the aforementioned reasons, I recommend that the district reject both proposals for the lease of the May Butler Center and take a strategic approach to explore alternative options for its utilization. I am available to discuss this recommendation further and provide any additional information or clarification that may be required.

Sincerely,



Todd J. Verrill

## Facilities and Maintenance Update

March 2024

### Projects Last 30 Days:

- Roof Pre-Bid packets for Smith, HMS, HHS, and CHS
  - Details to follow
- Bryant SPED hallway/door improvements design complete (scheduled for summer 2024)
- CHS theater lighting upgrades and safety improvements (in design, scheduled for summer 2024)
- Jefferson HVAC improvements to room 14 (at engineer review)

### Current Projects

- Air handler filter replacement
- Circulation pump maintenance

### FEBRUARY WORK ORDERS

Completed: 615

## Custodial Update

### Custodial Projects:

- Supported afterschool and athletic events:
  - High school basketball
  - Destination Imagination (Bryant)
  - AAU wrestling tournament (Jim Darcy)

### Staff:

- One new employee hired in FEB
- Three employee losses in FEB
- Current # vacancies: 6

## Safety and Security Update

- Continue AED training and roll-out district wide
- Installed “Red Phones” at HHS and Bryant
- Working with DEQ to install additional outdoor air monitors (Kessler, Smith, PAL)
- Active Shooter Training at Kessler
- Valley school well water sampling....all water tested safe

**Todd J. Verrill**

Director of Facilities  
1201 Boulder Ave.  
Helena, MT 59601  
(406) 324-1734  
[tverrill@helenaschools.org](mailto:tverrill@helenaschools.org)

**Helena School District Board of Trustees**

1325 Poplar St.  
Helena, MT 59601-0939  
[boardoftrustees@helenaschools.org](mailto:boardoftrustees@helenaschools.org)

11 March 2024

**Dear Helena School District Board of Trustees,**

I respectfully request the board of trustees award the Smith Elementary School Partial Roof Replacement Project to K&K Roofing, Inc. The project will replace approximately 24,110 square feet of roof in six sections (see attached diagram) with an average age of 29.5 years. The facilities office received bids from three contractors, and K&K Roofing submitted the lowest proposal at \$450,000 (see attached Cushing Terrell memo and bid tabulation worksheet). K&K Roofing has not previously worked for the district and our due diligence included checking previous project references to ensure their workmanship meets our specifications. Having done so, I am confident K&K Roofing will meet our expectations for this project. They will complete this roof project in the summer of 2024 before the start of the 24-25 school year.

Sincerely,



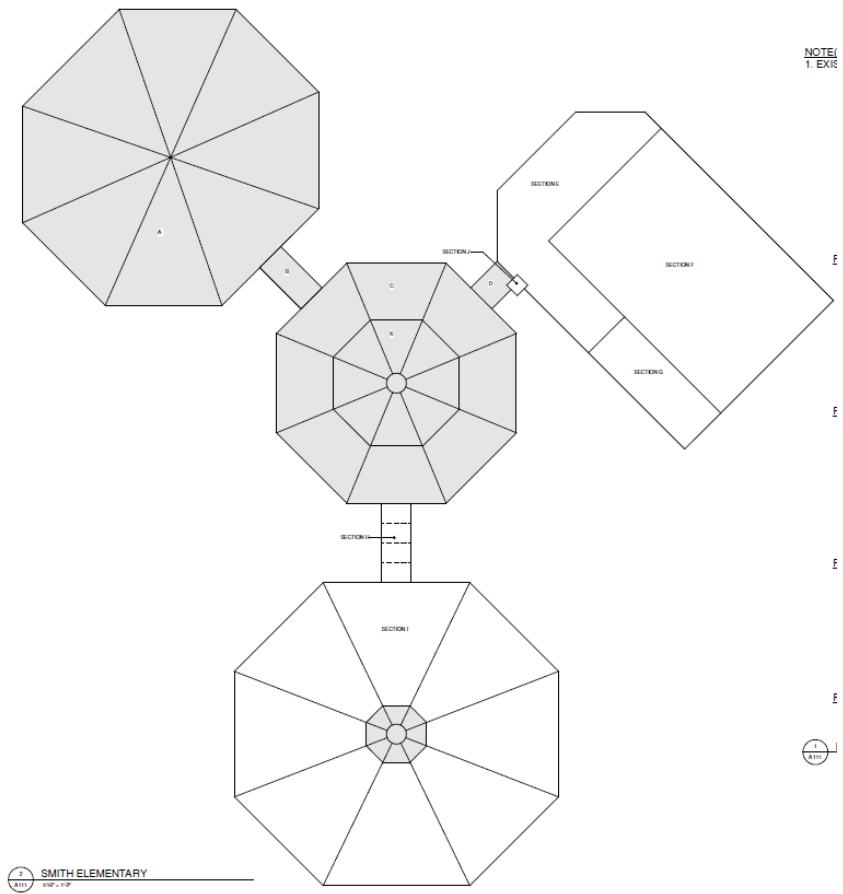
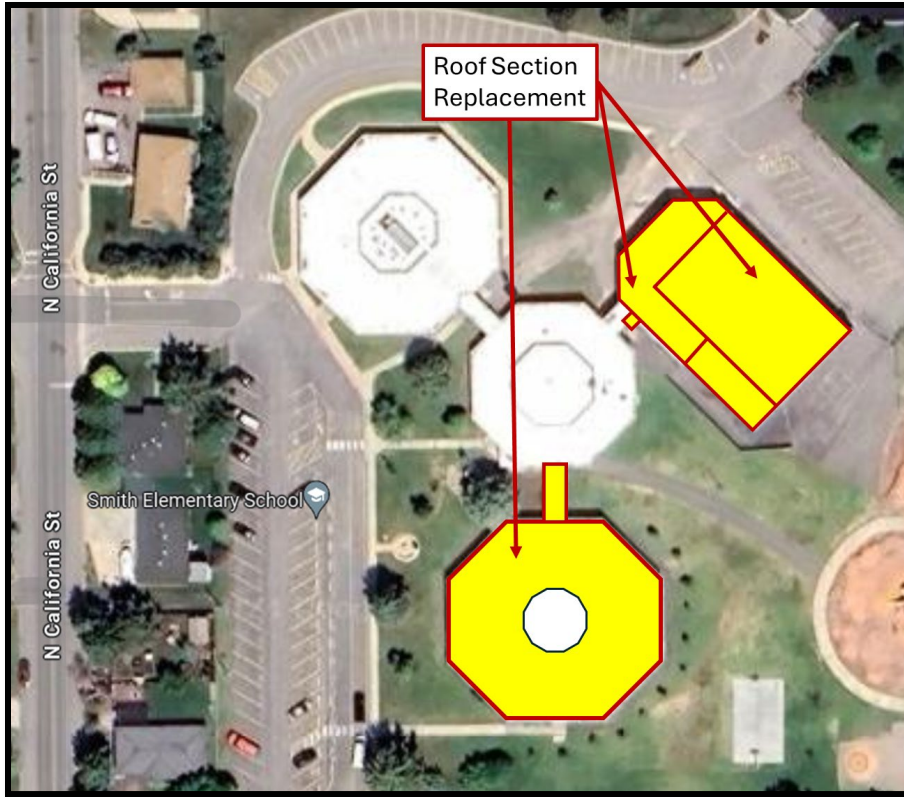
Todd J. Verrill

Attachments

1. Smith Elementary School Roof Diagram
2. Memorandum dated: 21 February 2024, Award Recommendation



Attachment 1: Smith Elementary School Roof Diagram





## MEMORANDUM

Date: February 21, 2024

To: Helena Public Schools  
Attn: Todd Verrill  
1201 Boulder Avenue  
Helena, MT 59601

From: Cushing Terrell

RE: Award Recommendation  
Smith Elementary School – Roof Replacement Project

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To whom it may concern,

The Smith Elementary School Roof Replacement Project for the summer of 2024 bid on February 20, 2024. The contractor that provided the school district with the lowest bid to perform the work was K & K Roofing Inc. K & K Roofing their bid was \$77,810 lower than the next low bid. There were 3 qualified roofing contractors that bid on this project.

The project consists of removing the existing 20+ year old roofing systems on the school over the gym and classroom space and replacing the roof with a new, fully adhered single ply roofing system with a 20 yr. NDL (No Dollar Limit) Warranty.

Cushing Terrell believes the submitted low bid falls in line with current pricing. Cushing Terrell is also confident in K & K Roofing ability to successfully perform the work of the project in accordance with the Construction Documents.

It is Cushing Terrell's recommendation that the school district award the contract for the Roof Replacement Project at Smith Elementary School to K & K Roofing, Inc. in the amount of \$450,000.00. if the budget allows.

Please see attached official bid tabulation sheet.

Sincerely,

A handwritten signature in black ink that reads "Patrick Todd". The signature is written in a cursive style.

Patrick Todd  
Associate / Roofing & Building Envelope Specialist

Cushing Terrell

**BID TABULATION**

HELENA PUBLIC SCHOOLS  
 Project: Smith Elementary School  
 2024 Roof Replacement Project  
 Project Ref: HPS24\_SIM\_RR

Date: 2/20/2024  
 Location: District Facilities Office  
 Time: 11:00 AM MDT

CONTRACTOR	Rec'd 10% Bid Bond	Rec'd. Add. # 1	Base Bid Roof section E, F & J	Alternate # 1 Section H, I3 & I1	Alternate # 2 Section G	Total
Jimmys Roofing <small>Contractor Registration # 203975</small>	X	X	\$306,482.00	\$ 398,330.00	\$ 56,990.00	\$761,802.00
Summit Roofing <small>Contractor Registration #55897</small>	X	X	\$228,590.00	\$ 264,510.00	\$ 34,710.00	\$527,810.00
<b>K &amp; K Roofing, Inc</b> <small>Contractor Registration # 145829</small>	<b>X</b>	<b>X</b>	<b>\$181,000.00</b>	<b>\$ 251,000.00</b>	<b>\$ 18,000.00</b>	<b>\$450,000.00</b>
<b>Cushing Terrell</b>			\$ 331,135.00	\$ 461,965.00	\$ 37,835.00	\$ 830,935.00

**Todd J. Verrill**

Director of Facilities  
1201 Boulder Ave.  
Helena, MT 59601  
(406) 324-1734  
[tverrill@helenaschools.org](mailto:tverrill@helenaschools.org)

**Helena School District Board of Trustees**

1325 Poplar St.  
Helena, MT 59601-0939  
[boardoftrustees@helenaschools.org](mailto:boardoftrustees@helenaschools.org)

11 March 2024

**Dear Helena School District Board of Trustees,**

I respectfully request the board of trustees award the Capital High School Partial Roof Replacement Project to Summit Roofing, Inc. The project will replace approximately 8,070 square feet of roof in five sections (see attached diagram) with an average age of 21 years. The facilities office received bids from two contractors, and Summit Roofing submitted the lowest proposal at \$274,135 (see attached Cushing Terrell memo and bid tabulation worksheet. Summit Roofing has a very strong history of completing quality work for the district and I am confident they will continue to do so with this project. They will complete this roof project in the summer of 2024 before the start of the 24-25 school year.

Sincerely,

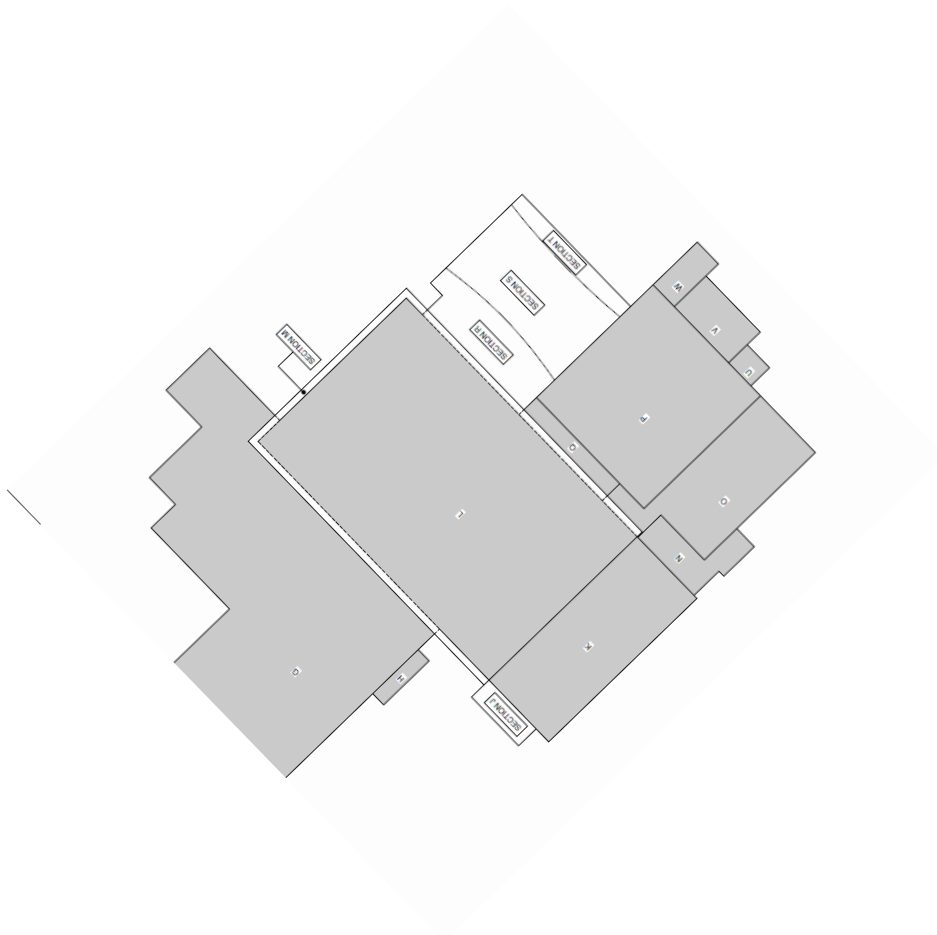
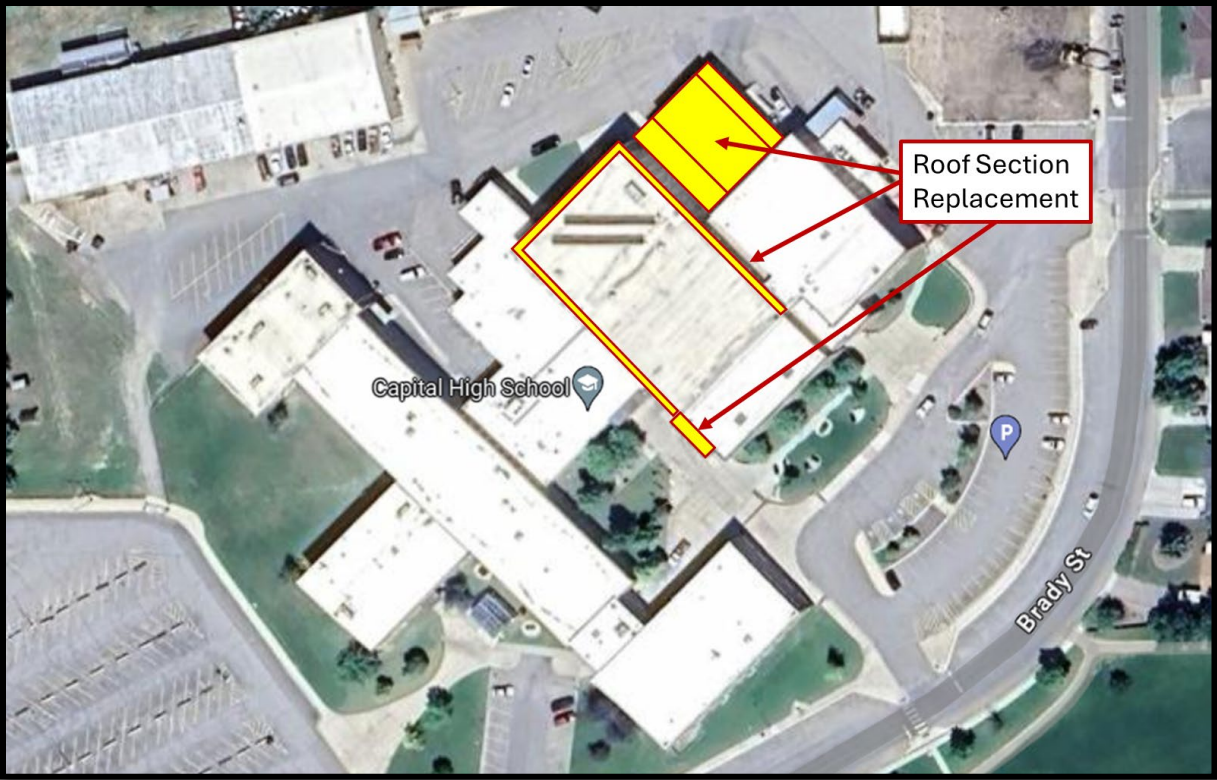


Todd J. Verrill

**Attachments**

1. Capital High School Roof Diagram
2. Memorandum dated: 29 February 2024, Award Recommendation

Attachment 1: Capital High School Roof Diagram





## MEMORANDUM

Date: February 29, 2024

To: Helena Public Schools  
Attn: Todd Verrill  
1201 Boulder Avenue  
Helena, MT 59601

From: Cushing Terrell

RE: Award Recommendation  
Capital High School – Partial Roof Replacement Project

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To whom it may concern.

The Capital High School Partial Roof Replacement Project for the summer of 2024 bid on February 29, 2024. The contractor that provided the school district with the lowest bid including the alternates to perform the work was Summit Roofing their bid was \$42,065 lower than the next low bid. There were 2 qualified roofing contractors that bid on this project.

The project consists of removing the existing 20+ year old roofing systems on the school over the band and classroom space and replacing the roof with a new, fully adhered single ply roofing system with a 20 yr. NDL (No Dollar Limit) Warranty.

Cushing Terrell believes the submitted low bid falls in line with current pricing. Cushing Terrell is also confident in Summit Roofing ability to successfully perform the work of the project in accordance with the Construction Documents.

It is Cushing Terrell's recommendation that the school district award the contract for the Roof Replacement Project at Capital High School to Summit Roofing, Inc. in the amount of \$274,135.00. if the budget allows.

Please see attached official bid tabulation sheet.

Sincerely,

A handwritten signature in black ink that reads "Patrick Todd".

Patrick Todd  
Associate / Roofing & Building Envelope Specialist

[cushingterrell.com](http://cushingterrell.com)

Cushing Terrell

**BID TABULATION**

HELENA PUBLIC SCHOOLS  
 Project: Capital High School  
 Partial Roof Replacement Project  
 Project Ref: HPS24\_CAPRR

Date: 2/29/2024  
 Location: District Facilities Office  
 Time: 11:00 AM MDT

CONTRACTOR	Red'd 10% Bid Bond	Rec'd. Add. # 1	Base Bid Roof section R, S & T	Alternate # 1 Section J	Alternate # 2 Section M	Total
Summit Roofing <small>Contractor Registration # 55897</small>	X	X	\$207,460.00	\$ 21,400.00	\$ 45,275.00	\$274,135.00
K and K Roofing <small>Contractor Registration # 145829</small>	X	X	\$197,200.00	\$ 29,500.00	\$ 89,500.00	\$316,200.00
Cushing Terrell			\$ 162,474.00	\$ 29,760.00	\$ 31,320.00	\$ 223,554.00

**Todd J. Verrill**

Director of Facilities  
1201 Boulder Ave.  
Helena, MT 59601  
(406) 324-1734  
[tverrill@helenaschools.org](mailto:tverrill@helenaschools.org)

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11 March 2024

**Dear Helena School District Board of Trustees,**

I respectfully request the board of trustees award the Helena High School Partial Roof Replacement Project to Summit Roofing, Inc. The project will replace approximately 7,120 square feet of roof in three sections (see attached diagram) with an average age of 22 years. The facilities office received bids from two contractors, and Summit Roofing submitted the lowest proposal at \$150,502 (see attached Cushing Terrell memo and bid tabulation worksheet. Summit Roofing has a very strong history of completing quality work for the district and I am confident they will continue to do so with this project. They will complete this roof project in the summer of 2024 before the start of the 24-25 school year.

Sincerely,



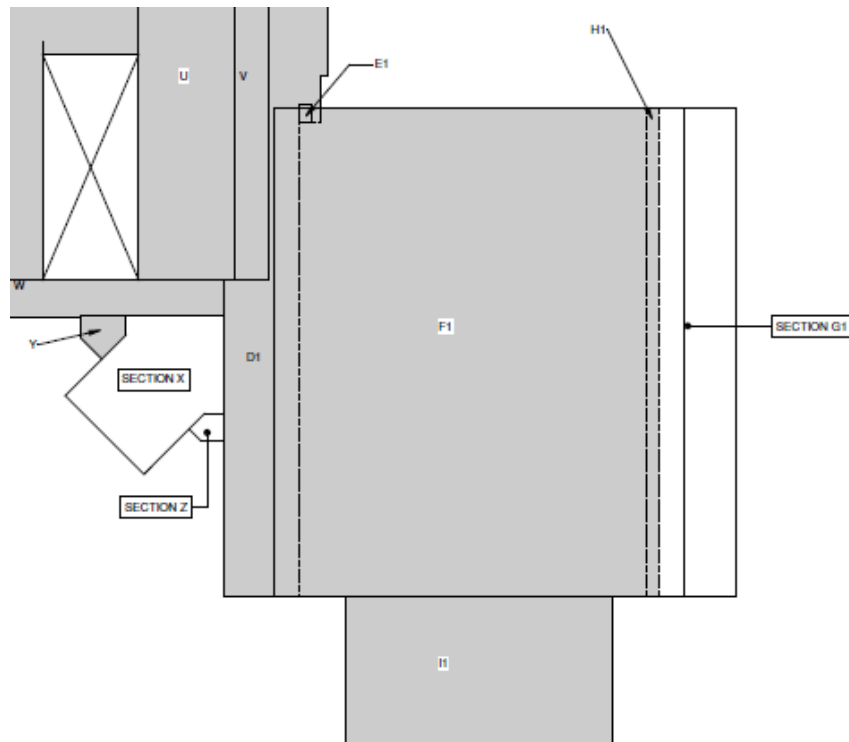
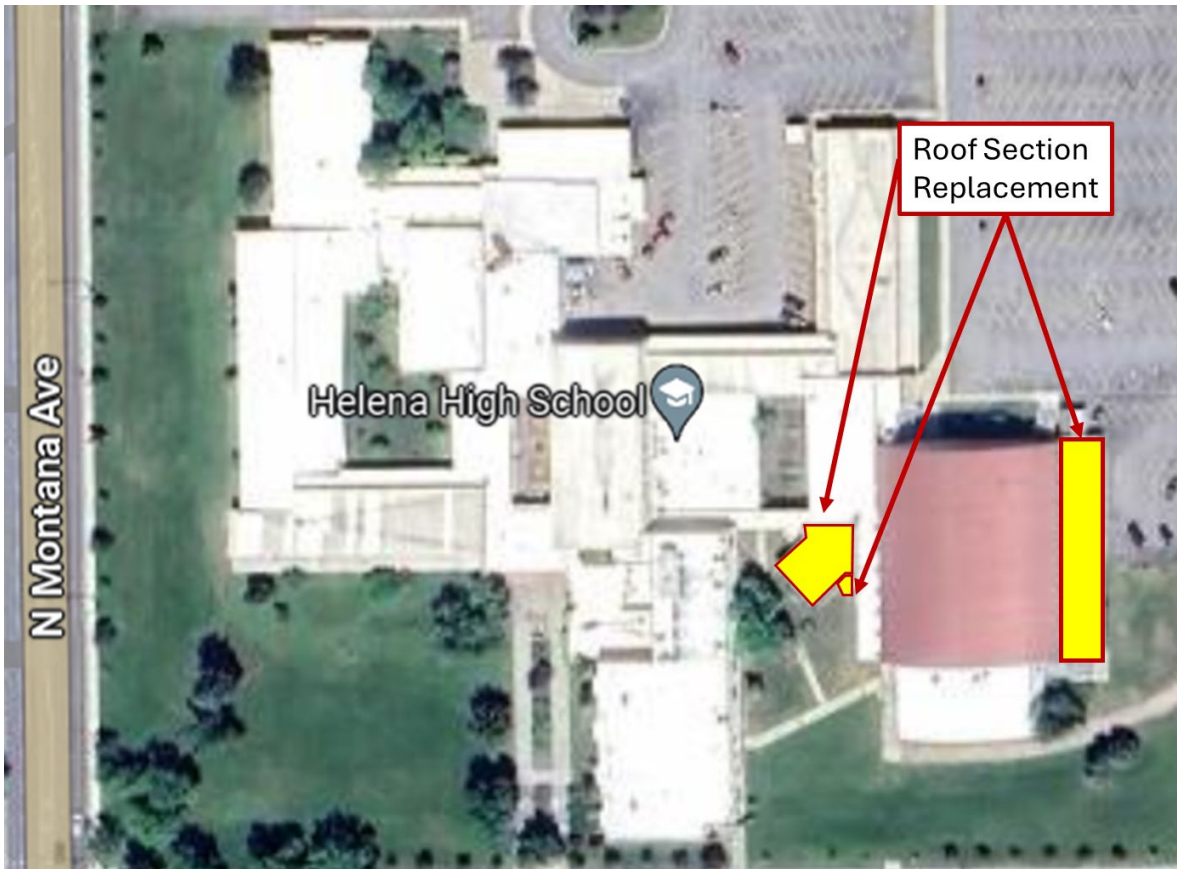
Todd J. Verrill

Attachments

1. Helena High School Roof Diagram
2. Memorandum dated: 5 March 2024, Award Recommendation



Attachment 1: Helena High School Roof Diagram





## MEMORANDUM

Date: March 5, 2024

To: Helena Public Schools  
Attn: Todd Verrill  
1201 Boulder Avenue  
Helena, MT 59601

From: Cushing Terrell

RE: Award Recommendation  
Helena High School – Partial Roof Replacement Project

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To whom it may concern,

The Helena High School Partial Roof Replacement Project for the summer of 2024 bid on March 5, 2024. The contractor that provided the school district with the lowest bid to perform the work was Summit Roofing. Summit Roofing's bid was \$13,633 lower than the next low bid. There were two qualified roofing contractors that bid on this project.

The project consists of removing the existing 20+ year old roofing systems on the school over the Music classroom space and the south flat roof area of the gym and canopy area with a new, fully adhered single ply roofing system with a 20 yr. NDL (No Dollar Limit) Warranty.

There is also a design to provide a structural metal cover over the mechanical roof top vent to protect it from damaging snow slide. The vent has been replaced once before and this will protect it for several years to come.

Cushing Terrell believes the submitted low bid falls in line with current pricing. Cushing Terrell is also confident in Summit Roofing ability to successfully perform the work of the project in accordance with the Construction Documents.

It is Cushing Terrell's recommendation that the school district award the contract for the Partial Roof Replacement Project at Helena High school to Summit Roofing in the amount of \$150,502.00 if the budget allows.

Please see attached official bid tabulation sheet.

Sincerely,

A handwritten signature in black ink that reads "Patrick Todd".

Patrick Todd  
Associate / Roofing & Building Envelope Specialist

[cushingterrell.com](http://cushingterrell.com)

**HELENA PUBLIC SCHOOLS**

**Project: Helena High School  
Partial Roof Replacement Project**

**Date: 3/5/2024  
Location: District Facilities Office  
Time: 11:00 AM MDT**

**Project Ref: HPS24\_HHRR**

CONTRACTOR	Red'd 10% Bid Bond	Rec'd. Add. # 1	Base Bid Roof section X, Z & G1
<b>Summit Roofing</b> <small>Contractor Registration # 55897</small>	X	X	<b>\$150,502.00</b>
K&K Roofing <small>Contractor Registration #145829</small>	X	X	\$164,135.00
<b>Cushing Terrell</b>			\$ 237,832.00