



*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, April 8<sup>th</sup>, 2024– 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](#)

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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 03.11.24 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES

V. NEW BUSINESS

A. 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**

Monday, March 11<sup>th</sup>, 2024,

1:00 p.m.

Lincoln Campus

and via Microsoft Teams

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## MINUTES

### ATTENDEES

*Trustees: Others:*

Kay Satre, Committee Chair	Todd Verrill, Facilities Director
Terry Beaver, Trustee	Tim McMahon, Activities Director
Siobhan Hathorn, Board Chair	Candice Delvaux, Executive Assistant
	Rex Weltz, Superintendent
	Josh McKay, Assistant Superintendent
	Karen Ogden, Communications Officer
	Keri Mizell, Human Resources Director
	Barb Ridgway, Chief of Staff
	Janelle Mickelson, Business Manager
	Jane Shawn, HEA President
	Joslyn Davidson, Curriculum Director
	Hannah Warhank, Guest of the Public

### I. **CALL TO ORDER**

Facilities and Maintenance Committee Chair Kay Satre called the meeting to order at 1:01 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 2.12.24 Facilities and Maintenance committee meeting were reviewed and approved.

**V. NEW BUSINESS**

**A. May Butler RFPs Update**

Facilities Director Todd Verrill gave an update on the Request for Proposals (RFPs) for the May Butler Center building. The district received two proposals, one from Good Samaritan Ministries and one from The Steward. After a thorough review and consideration, it is Mr. Verrill’s 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, Mr. Verill recommends 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. Mr. Verrill answered any questions the Facilities and Maintenance Committee had regarding the May Butler RFPs.

The Facilities and Maintenance Committee moved on to hear the 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 across the district:

### Projects Last 30 Days:

- Roof Pre-Bid packets for Smith, HMS, HHS, and CHS
- 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

### **C. Roofing Projects Recommendations**

Facilities Director Todd Verrill reviewed roofing projects recommendations that would go before the full Board of Trustees for approval this Tuesday at the full board meeting. Mr. Verrill began with the Smith Elementary Partial Roof Replacement Project. Mr. Verrill commented, “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 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. 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.”

Next, Mr. Verrill commented regarding the Capital High School Partial Roof Replacement Project. “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 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. 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.”

Lastly, Mr. Verrill commented regarding the Helena High School Partial Roof Replacement Project. “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 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. 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.”

Mr. Verrill answered any questions the Facilities and Maintenance Committee had regarding the roofing projects recommendations.

### **VI. BOARD COMMENTS**

Board Chair Hathhorn expressed her appreciation that Mr. Verrill and the district administration is utilizing the Facilities Master Plan when reviewing and prioritizing projects such as the ones that were presented today. Board Chair Hathhorn concluded by giving a summarization of the Facilities Master Plan Key Stakeholder meeting that took place on March 7<sup>th</sup>.

### **VII. ADJOURNMENT**

Committee Chair Kay Satre adjourned the meeting at 1:42 p.m.

## Facilities and Maintenance Update

April 2024

### Projects Last 30 Days:

- HMS cafeteria door and hardware replacement
- Rossiter Elementary hot water heater replacement
- Field prep for spring sports
- AED wall cabinet installation
- CRA fire suppression system maintenance
- Smith interior painting is 95% complete
- Refurbished three speaker podiums
- Levy discussions with community groups and IR

### Current Projects

- CHS basketball hoop system replacement
- Bryant Elementary door project
- Kessler Elementary playground improvements
- Bryant Elementary solar design and project advertisement

### March Work Orders

Completed: 550

## Custodial Update

### Custodial Projects:

- Prep for summer flooring projects
  - Gym floor m
  - New flooring
    - HMS
    - Hawthorne
- Spring break deep cleaning in schools

### Staff:

- Two new employees hired in MAR
- Three employee losses in MAR
- Current # vacancies: 6

## Safety and Security Update

- CPR / AED training. Planning to train approximately 40 staff and admin
- PurpleAir outdoor air monitors installed at CHS and HHS (Smith monitor is forthcoming).
- Received MT Dept of Labor annual inspection report. Reviewing findings
- 18 staff attended active shooting training at Kessler on 9 MAR
- Monthly and quarterly water sampling....all water tested safe
- New employee safety training (x2 / month)
- Finalizing AED procedures and rollout