



**Board of Trustees
Facilities & Technology Committee Meeting**

Monday, September 9th, 2024– 12:00 p.m.

Lincoln Conference Room and Microsoft Teams

Members of the public are able to attend remotely by clicking here:

[Join the meeting now](#)

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 5.13.24 FACILITIES & TECHNOLOGY COMMITTEE MEETING MINUTES

V. NEW BUSINESS

- A. Technology Monthly Update
- B. Facilities Summer 2024 Project Recap
- C. Smith Elementary HVAC Design Contract
- D. Annual Safety and Security Report

VI. BOARD COMMENTS

VII. ADJOURNMENT



Board of Trustees

Facilities & Technology Committee

Monday, May 13th, 2024,

12:00 p.m.

Lincoln Campus

and via Microsoft Teams

MINUTES

ATTENDEES

Trustees: Others:

Kay Satre, Committee Chair

Jeff Hindoien, Trustee

Terry Beaver, Trustee

Todd Verrill, Facilities Director

Rex Wetz, Superintendent

Candice Delvaux, Executive Assistant

Jane Shawn, HEA President

Gary Myers, Educational Technology Director

Karen Ogden, Communications Officer

Keri Mizell, Human Resources Director

Barb Ridgway, Chief of Staff

Lona Carter, Student Health

Rob Brewer, Facilities Manager

Jane Shawn, HEA President

Tim McMahon, Activities Director

Hannah Warhank, Guest of the Public

Angela DeWolf King, Guest of the Public

I. CALL TO ORDER

Facilities and Technology 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 4.8.24 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 across the district:

Projects Last 30 Days:

- Bryant Elementary solar project advertisement....bid opening Thursday, 16 MAY
- Vigilante Day parade support
- Grounds
 - Irrigation startup and repairs
 - Field and lawn maintenance

Current Projects

- Summer project coordination and preparations
- Capital High theater lighting design (delayed)
- Fleet reduction
 - 4 vehicles
 - 1 street sweeper
- 2024 budget close-out

April Work Orders

- Completed: 564

Custodial Update

Custodial Projects:

- Prep for summer flooring projects
- Prep for summer training day (13 JUN at 4Gs)
- 2024 budget close-out
- 2025 budget prep
 - 10% budget cut contingency plan
 - Reduction in staffing will result in different cleaning standards next year

Staff:

- Two new employees hired in APR
- Sick leave averaged 8 custodians/day for APR
- Current # vacancies: 4 (maybe 5!)

Safety and Security Update

- Neal Murray's Training (Safety & Operations Manager):
 - Attended the Montana Geohazards workshop in Missoula
 - District is part of the MT Earthquake Working Group
 - Completed Multi-Hazard Planning for Schools Course
- Summer safety project preparations:
 - Fire escape repairs
 - Warren water chlorination system replacement
 - CHS theater lighting...Neal is the project manager
- CPR/AED training-anticipate 50 district employees trained by end of MAY
- PurpleAir monitors installed at Kessler, Smith, HHS, CHS, PAL
 - This is a partnership between the district, DEQ, University of Montana, and PurpleAir to provide real-time outdoor air quality reporting

Mr. Verrill answered any questions the Facilities and Maintenance Committee had regarding the facilities monthly update.

B. Technology Monthly Update

Gary Myers, Director of Educational Technology for Helena Public Schools, gave an update on technology projects across the district:

Network and Systems:

- Attended Cybersecurity tabletop exercise in Missoula April 25
- Updated Cybersecurity Incident Response Plan

- Resolution of several WiFi issues
- Current cyber threats
- 335 cyber-attacks in the past 30 days, all systems attacked are not vulnerable, as they target specific systems or they have been patched

Applications:

- Phishing campaign results
 - 5.67% of users were compromised (80/1,412)
 - 6.16% of users reported the email (87/1,412)
 - 70% of users completed the assigned training after being compromised
- Ticket statistics for April:
 - Tickets Created: 534
 - Tickets Solved: 386
 - 98.7% satisfaction
 - Average ticket 1st response time = 3.6 hours
- New Montana Privacy Agreements Added:
 - ClassDojo
 - Edclub (Elementary Keyboarding)

Filled empty positions:

- Tina Johnson, Department Secretary
- Shane McTaggart (May 6 start), HelpDesk Technician

Upcoming:

- Summer Projects
- Surplus
- Carts
- Fall Password Update

Mr. Myers answered any questions the Facilities and Technology Committee had regarding the technology monthly update.

VI. BOARD COMMENTS

There were no further board comments.

VII. ADJOURNMENT

Committee Chair Kay Satre adjourned the meeting at 12:24 p.m.

Technology Update

September 2024

Network and Systems:

- Started off the year with a system-wide network outage! (resolved quickly)
- “Revealed” wireless access points in new buildings
- Updated Phone Extensions
- Current cyber threats minimal

Applications:

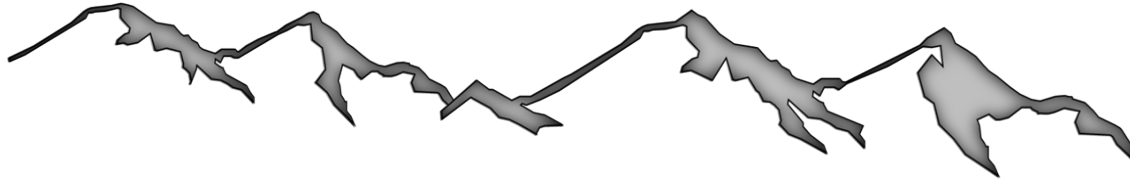
- Rolled out Windows 11 to labs for thorough testing before a complete migration
- Enhanced printing management by rolling out PaperCut to Macs, ensuring comprehensive access at all levels
- Optimized Mac, PC, and Chromebook management with behind-the-scenes changes, ensuring streamlined processes and time savings in the long run
- School Year Launch
 - Regular Application Sync
 - New Assessments (MAST, MAPS, Eureka Math)
 - Charter Schools, other OPI data changes
- Ticket statistics for April:
 - Tickets Created: 790
 - Tickets Solved: 652
 - 100% satisfaction
 - Average ticket 1st response time = 3.6 hours
 - Average ticket resolution time from 8/28-9/5 = 49.8 hours
- Password Update
 - Password Complexity to meet CISA requirements
 - Password Philosophy

Chromebook Carts:

- Our dedicated tier 1 Technicians and summer help put in significant effort to repair and set up a substantial number of Chromebooks and ChromeCarts
- Re-deployed carts from Elem (50%) to Middle School
- Middle School students no longer assigned Chromebooks individually
- 1:2 student device ratio in elementary schools

Other Summer Projects Completed:

- Emergency Testing (w/facilities)
- Surplus



Summer 2024 Project Recap

Todd J. Verrill
Director of Support Services – September 2024

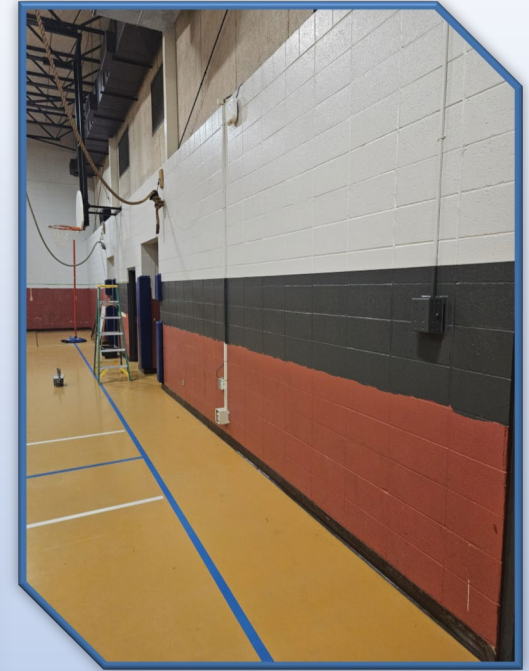
Agenda

- Elementary School Projects
- Middle School Projects
- High School Projects
- Other District Projects

Elementary Schools

11 Projects 7 Schools

- Smith:
 - Roof
 - Interior painting
 - Soccer field
 - Compressor
- Bryant:
 - Solar
 - SPED hallway remodel



11 Projects 7 Schools

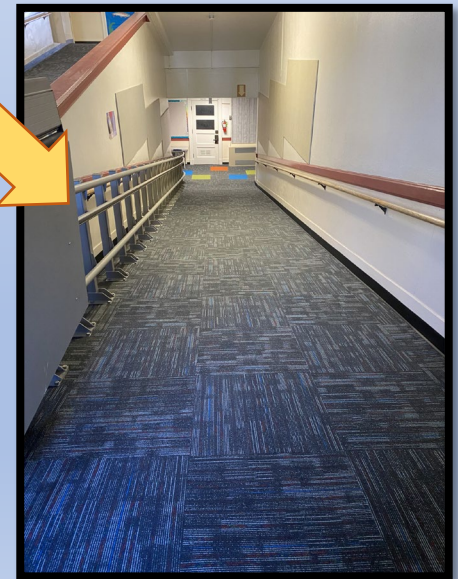
- Kessler:
 - Playground improvements
 - Concrete steps
 - Walking path stabilization
- Warren:
 - Chlorination system



11 Projects

7 Schools

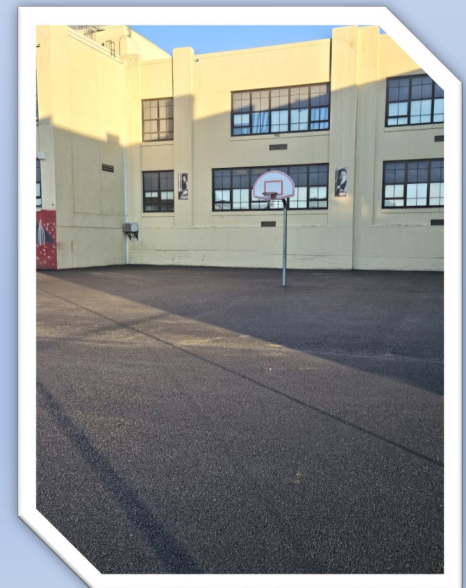
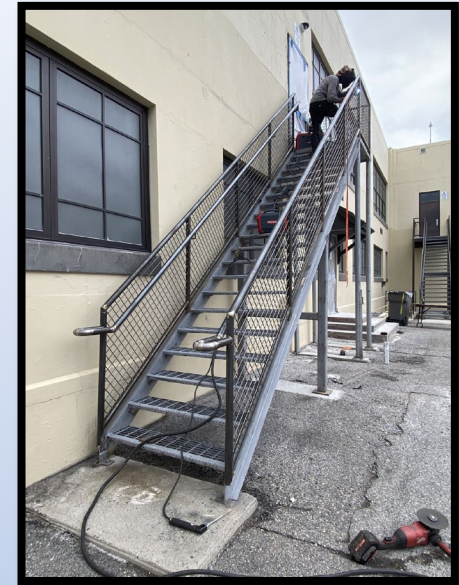
- Hawthorne:
 - Carpet
- Central
 - Gutter repair
- Rossiter – Sierra Park
 - Irrigation well pump



Middle Schools

9 Projects 2 Schools

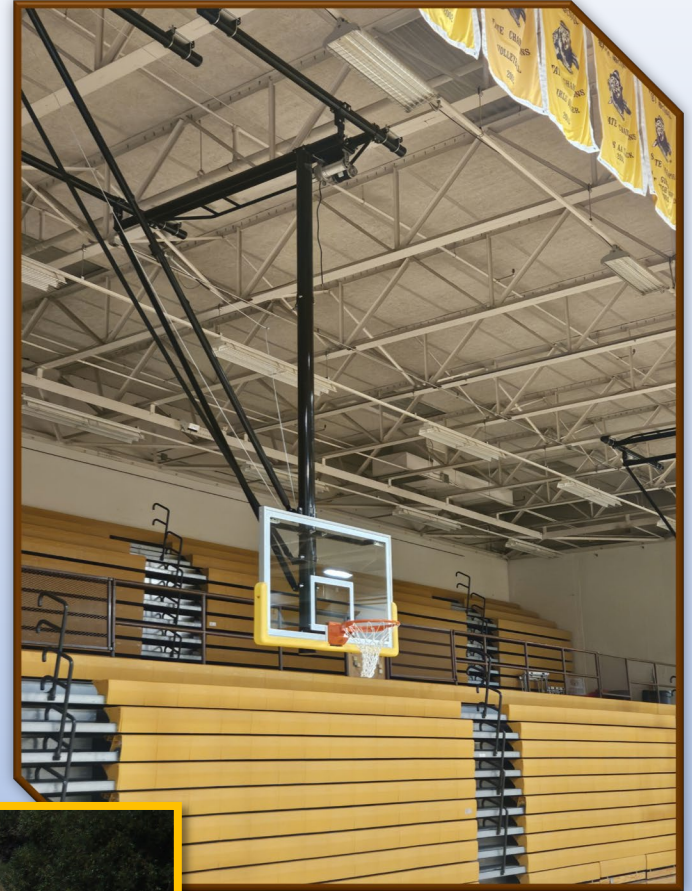
- HMS:
 - Carpet
 - Asbestos abatement
 - Basketball court
 - Partial roof replacement
 - Sink hole repair
 - Emergency exit stairs
 - Bathroom remodel
 - Mental health office painting
- CRA
 - Bathroom remodel



High Schools

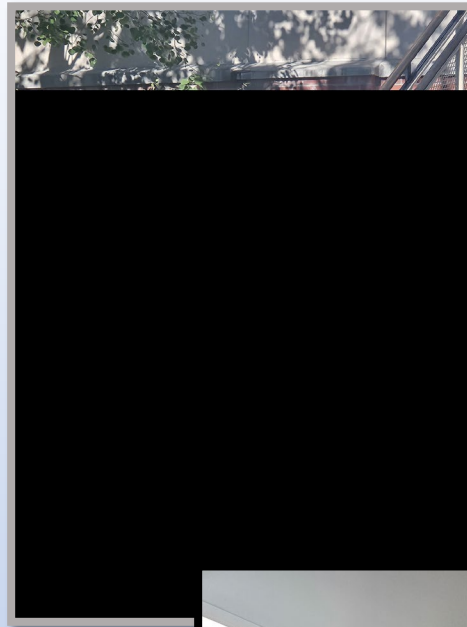
17 Projects 2 Schools

- CHS:
 - Partial roof replacement
 - Bathroom remodel
 - Emergency Exit Stairs (x 2)
 - Basketball hoops
 - CTE roof heat trace



14 Projects 2 Schools

- HHS:
 - Mental health office paint
 - Partial roof replacement
 - Bathroom remodel
 - Emergency exit stairs (x3)
 - CTE roof heat trace
 - Compressor replacement



Other Projects



- Other:

- Exterior door painting
- Parking lot striping
- Grounds maintenance
- Floor maintenance:
 - All gym floors
 - All school floors



Thank You!

Rob Brewer

Neal Murray

Tim Branson

Mike Higgins

Katie Ott

All the facilities maintenance and custodial
employees

Questions???

Helena Public Schools – Facilities Office



Todd J. Verrill

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

Helena School District Board of Trustees

1325 Poplar St.
Helena, MT 59601-0939
boardoftrustees@helenaschools.org

4 September 2024

Dear Helena School District Board of Trustees,

I respectfully request the board of trustees approve the attached proposal from Con'eer Engineering, Inc. for the design of a new HVAC system at Smith Elementary School. The cost of the design and contract administration services is \$180,300. The lead engineer is Mr. Gruizenga, PE how is very familiar with the school's current system as he contributed to the district's 2022 Deferred Maintenance Report. The report listed the Smith system's replacement as a high priority project due to its inefficiency and outdated design. The total estimated cost of the HVAC project is approximately \$2M which includes the 10% design and contract administration service fees listed above. MCA 20-9-204 (3)(b)(i) allows for the selection of a registered professional engineer without advertisement for bids.

Sincerely,

Todd J. Verrill

Attachments:

1. Memorandum, dated 19 July 2024, Smith Elementary School HVAC Rehabilitation
2. Con'eer Engineering, Inc. Project Proposal
3. Con'eer Engineering, Inc. Hourly Billing Rates



July 19, 2024

Helena Public Schools
Attention: Todd Verrill
1325 Poplar St.
Helena, MT 59601

Email: tverrill@helenaschools.org

RE: Smith Elementary School
HVAC Rehabilitation

Dear Todd,

Thanks for taking the time to share your proposed project at Smith Elementary with me during my visit with you and Rob Brewer. The site walk-thru was very helpful in determining the project's initial challenges and scope. In the Helena School District Deferred Report completed in Spring 2022 work was estimated at \$1.1 million. With the recent escalation of equipment and labor cost I believe that the project will probably run just under \$2 million.

As we complete the project design, we will provide budget estimates significantly tighter than those prepared in the Deferred Maintenance report. The report estimate did not include any budget for air conditioning. Per our discussion you highlighted that air conditioning is a priority in any HVAC project at this facility.

Per our discussion the project scope is as follows:

1. Centralize the four boiler plants to a maximum of two plants, preferably to one plant. The revised equipment will include high efficiency modular boilers, variable speed boilers and digital controls.
2. The desire is to have five different roof mounted air handlers replaced. The constant volume classroom ventilation systems shall be revised to variable volume systems.
3. The building water heaters will be, at a minimum, replaced and if possible consolidated into a single system in a central location.
4. The new building will utilize DDC controls. The controls will allow remote building monitoring by Facility Service staff and limited individual occupant space temperature control.
5. Provide the code required hoods on the kitchen equipment.
6. The revision to the HVAC equipment and adding Air Conditioning will cause modification to the building electrical system.

Our design effort will be to create a set of drawings suitable for bidding by local area contractors by the end of 2024 with an effort to bid the project in December. The desire is to complete

construction during the summer of 2025. The construction goal is to complete all classroom space work prior to the commencement of school in August with the heating systems being completed by mid-October. If possible, air conditioning will be completed for use in the fall of 2025 but with equipment lead times it should be assumed that air conditioning will not be available till spring of 2026.

Attached is a letter of services agreement. Please review and let me know if you have any questions. We look forward to working with you on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey A. Gruizenga". The signature is fluid and cursive, with a large initial "J" and "G".

Jeffrey A. Gruizenga, PE



July 19, 2024

Helena Public Schools
Attention: Todd Verrill
1325 Poplar St.
Helena, Montana 59601

Email: tverrill@helenaschools.org

RE: Mechanical Improvements
Smith Elementary School

Dear Todd:

We are pleased to make this Proposal to you for Engineering Services required for the proposed revisions to the mechanical system at Smith Elementary School. We are basing this Proposal on our conversations with you and your staff regarding the scope of work.

Attached is a letter explaining the proposed project scope and construction schedule. The project will centralize boiler operations, add DDC controls and incorporate air conditioning throughout the building.

Our initial conceptual estimates for the probable cost of Mechanical and Electrical work range from \$1,800,000 to \$2,100,000.

New Mechanical and/or Electrical systems must conform to the International Building, Mechanical and Energy Conservation Codes; the Uniform Plumbing Code; and the National Electrical Code.

Our Basic Design Services will consist of the following:

1. Construction Documents including Drawings and Specifications suitable for bidding by Contractors to complete the proposed Mechanical and Electrical Work; and for review by the Authorities Having Jurisdiction. Documents will include performance specifications for Temperature Control, fire suppression and Fire Alarm Systems.
2. Bidding assistance includes answering Contractor questions and preparation of Addenda to the Construction Documents. Attendance at a Pre-Bid meeting is included.
3. Agency Review assistance includes answering questions; providing responses to AHJ Review Comments; and updating Construction Documents.

Our Contract Administration Services will include the following:

1. Review of Contractor Submittals for Mechanical and Electrical materials.
2. Contract Assistance including answering Contractor questions; and preparation of Supplemental Drawings or Change Order Documents necessary for clarification or completion of the Work.
3. Periodic Observation of the Work. (5 trips including a Pre-Construction Meeting)
4. Substantial Completion Review including preparation of punch lists for Mechanical and Electrical Work.

5. Verification of Contractor completion of punch list items. A verification of the temperature controls will be completed remotely.

The following Services are not included in this proposal. We can provide proposals for these services should you desire.

1. Energy modeling services.
2. Design or application assistance for LEED™ Certification.
3. Commissioning of Energy Systems.
4. Production of As-Built Record Drawings.
5. End of Warranty Year Review.

We propose that our total compensation for the Basic Design and Contract Administration Services outlined above shall be lump sums totaling \$180,300.00, to be billed monthly according to progress as follows:

Construction Documents	\$132,400
Structural Engineer (If Needed)	\$7,500
Bidding/Agency Review Assistance	\$6,800
Review of Submittals	\$4,800
Contract Assistance/Questions/Observation	\$25,100
Substantial Completion Review	\$3,700

For Additional Services not defined in the Scope of Work we will bill you on an hourly basis according to our standard fee schedule, but only upon your prior approval for rendering services. Trips will be billed at a rate of \$1850.00 per trip.

In addition, we will produce (3) sets of Construction Documents for distribution to the Design Team and Reviewing Authorities. Construction documents for Plan Services and/or Contractors will be distributed electronically. Printing and mailing costs will be invoiced to you.

Fees are due within 30 days of completion of each phase. Delays in payment of more than 30 days from phase completion shall draw interest of 1.5% per month.

If the above is to your satisfaction and understanding, please sign one copy of this Proposal and return it to our office. This contract is valid only if signed within 60 days of the letter date, unless extended by both parties.

Thank you for the opportunity to make this Proposal to you. We would be happy to answer any questions or provide additional information should you require it.

Sincerely,



Jeffrey A. Gruizenga, PE
Con'eer Engineering, Inc.

Signed: _____

For: _____

Enc Standard 2024 Hourly Billing Rates

Date: _____



HOURLY BILLING RATES
(Effective January 1, 2024)

Principal, Consulting Engineer, PE	\$188.00
Project Manager, Senior Engineer, PE	\$172.00
Project Engineer, PE	\$166.00
Design Engineer, PE	\$158.00
Senior Designer, E.I.	\$122.00
Designer	\$108.00
Sr. CADD Technician	\$86.00
CADD Technician	\$74.00
Clerical	\$76.00

Plotting Time

\$5.00 / Sheet Plus \$16.00 / Plot Hour
(1 Hour Minimum)

Additional Expenses

Auto Mileage (Per Mile)	\$.70
Other Expenses @ Multiplier	1.1

Helena Public Schools

2023-2024 Safety and Security Report

CYBERSECURITY

- Updated Cybersecurity Incident Response Plan
- Attended tabletop training exercises for Cybersecurity response
- Migrated staff to 16 character, CISA-compliant passwords
- Updated half of district wireless access points to Wi-Fi 6 devices
- Implemented BrightArrow parent, staff, and student messaging system
- Conducted numerous “phishing” campaigns for staff detection training

OTHER TECHNOLOGY / SECURITY

- Provided training for new administrators and secretaries on access control and cameras
- Conducted yearly audit of doors and buzzers to ensure system integrity
- UPS battery audit for access systems
- Trained building administrators on scheduling door lock/unlock system

SAFETY & SECURITY SYSTEMS

- Added 21 new keyless entry points and 40 cameras at various schools
- Upgraded to InformaCast Fusion for rapid distribution of emergency notifications
- “Red” phone staff training completed (HHS, CHS, BRY). Planning to expand to the middle schools this year
- Quarterly tests of automated security systems and emergency dial codes. All systems functioned as expected
- New hallway security doors and quiet rooms for Bryant SPED

DRINKING WATER SAFETY

- Schools are in compliance with State and Federal standards for water quality
- Started drinking water sampling for lead in April. All schools complete except CHS, HHS, CRA, HMS, BRY, CEN. The sampling deadline is December 2024
- Replaced Warren chlorination system. New chemical pumps and analytical instruments ensure water quality
- Replaced old sink fixtures and drinking fountains with new DEQ reimbursement

FIRE AND MEDICAL SAFETY

- All buildings passed Fire Marshal inspections for 2023-2024
- Abraham Construction completed fire escape repairs and upgrades on six staircases at HMS, HHS, and CHS
- Fire extinguisher training with custodians, summer 2023 and 2024

Helena Public Schools

2023-2024 Safety and Security Report

- Installed 19 AEDs (donated by HPD). Worked with HSD nurses to develop SOP for inspections and training

GENERAL SAFETY

- New playground structure installed at Hawthorne. Old structure was unsafe.
- Completed annual playground inspections. Trained custodial staff conducted weekly playground safety inspections throughout the school year
- Both high schools passed inspections by Montana Department of Labor

TRAINING AND EDUCATION

- All schools completed their required practice emergency drills for the year which included 4 fire drills and 4 others.
- Conducted monthly new employee safety training
- Certified 50+ HSD employees in AED and CPR resuscitation
- District Crisis Procedure Manual updated and renamed Emergency Operations Plan (EOP)
- Participating in Local Emergency Planning Committee (LEPC), and MCRT with Lona Carter

SECURE ENVIRONMENT CONSULTANTS (SEC) REPORT (Executive Summary points)

- The district has put forth effort in developing and executing safety and security plans, and it currently provides a generally safe and secure environment for its staff and students
- SEC strongly recommends the district continue to pursue safety levy funding as the current state of security is desperately in need of updates.
- The district has done a remarkable job of maintaining a safe and secure environment despite a lack of ability to make significant investments in improvements
- SEC commends the district on its strategy to enhance existing physical security measures and to expand on both safety and security related equipment and emergency protocol training regimens

SAFETY AWARD

- Helena Public Schools has been selected to receive the 2024 Governor's Safety Achievement Award.