



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 & Technology Committee Meeting**

Monday, December 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 11.11.24 FACILITIES & TECHNOLOGY COMMITTEE MEETING MINUTES

V. NEW BUSINESS

- A. Technology Monthly Update
- B. Facilities Monthly Update
- C. High School Deferred Maintenance Analysis

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 & Technology Committee**

Monday, November 11th, 2024,

12:00 p.m.

Lincoln Campus

and via Microsoft Teams

MINUTES

ATTENDEES

Trustees: Others:

Jeff Hindoien, Committee Chair
Kay Satre, Trustee
Rachel Robison, Trustee

Todd Verrill, Facilities Director
Rex Wertz, Superintendent
Candice Delvaux, Executive Assistant
Jane Shawn, HEA President
Gary Myers, Educational Technology Director
Josh McKay, Assistant Superintendent
Karen Ogden, Communications Officer
Keri Mizell, Human Resources Director
Barb Ridgway, Chief of Staff
Janelle Mickelson, Business Manager
Rob Brewer, Facilities Manager
Tim McMahon, Activities Director
Lona Carter, Student Health Services & Special Education Director

I. CALL TO ORDER & INTRODUCTIONS

Facilities and Technology Committee Chair Jeff Hindoien called the meeting to order at 12:02 p.m. Following the call to order, members of the Facilities and Technology Committee and other attendees introduced themselves.

II. REVIEW OF AGENDA

The committee reviewed the agenda, and no changes were requested.

III. GENERAL PUBLIC COMMENT

There was no general public comment.

IV. REVIEW OF MINUTES

Minutes from the 9.9.24 Facilities and Maintenance Committee meeting were reviewed and approved.

V. NEW BUSINESS

A. Technology Monthly Update

Gary Myers, Director of Educational Technology for Helena Public Schools, gave an update on technology projects across the district and shared a help request comment word cloud with the committee:

Technology Update October 2024

Network and Systems:

- Cyber threats for September:
 - 25 Attacks
 - DNS Phishing, Attempted Admin Control, Web App Attacks
 - All attacks were repelled because our systems are patched correctly

New Chromebook Carts:

- 350 Additional devices and Chargers purchased with ESSER and Title Funds
- Will be deployed in October

Analytics and Insights:

- Assessment and at-risk Dashboards
- Cost Savings

Current Support Issues

- State Reporting Challenges
- Charter Integration

- Aging devices
- Device build quality post-covid
- Increased costs (inflation)
- Specialized CTE support
- Surplus

Applications:

- Welcome new technician, Shane McTaggart
- Ticket statistics for September:
 - Tickets Created: 856
 - Tickets Solved: 902
- Password Update
 - Second notices
 - Final Lockout

Technology Update November 2024

Network and Systems:

- Cyber threats for October:
 - 2 Attacks
 - CNC attempted control and Attempted Firewall Intrusion
 - All attacks were repelled because our systems are patched correctly

New Chromebook Carts:

- Successfully Deployed at all buildings
- One Additional Cart ordered by JeBerson (Building Funds)

Analytics and Insights:

- Assessment and at-risk Dashboards
- Cost Savings

Current Support Issues

- State Reporting Challenges Continuing
- Speaker Infrastructure at HHS

Applications:

- One departing technician, Stuart Beardsley
- Position Posted...hoping to interview later in November

- Ticket statistics for October:
 - Tickets Created: 563
 - Tickets Solved: 573

Mr. Myers addressed all the questions posed by the Facilities and Technology Committee regarding the monthly facilities update.

B. Facilities Monthly Update

Todd Verrill, Facilities Director for Helena Public Schools, gave an update on facilities projects across the district:

Projects Last 30 Days:

- Bryant Elementary solar project completed
- Grounds...fall maintenance and athletic field support
- HMS hot water heater replacement
- Rossiter classroom painting
- Fire suppression system testing
- CRA new doors, HMS new FOBs
- Vigilante stadium concession stand siding/roof renovations....and ticket booth painting
- Circulation pumps at Warrant
- Fleet reduction....all vehicles sold at auction
- Routine scheduled maintenance (filters, adjustments, lube, etc.)

Staff

- Hired HVAC technician
- Hired one groundskeeper, one position still open

Current Projects

- Lincoln Center entrance remodel
- Smith Elementary School HVAC RFQ
- EPA Environmental and Climate Justice Community Change Grant application (Deadline 21 NOV)
- New fence at CRA athletic field (adjacent to Cannon St.)

SEP Work Orders

Completed: 743

OCT Work Orders

Completed: 432

Custodial Update

Custodial Projects:

- Fall break flooring projects
 - HHS and CHS gym floor maintenance
 - HHS orchestra room carpet

Staff:

- 6 new employees hired in SEP – NOV
- Current # vacancies: 6
- 220 hours of overtime this quarter

Safety and Security Update

- Coordinating with a seismic working group to fund new assessments for our schools (schools TBD)
- Emergency drills at all schools
- System checks at all schools
- New administrator and school secretary safety protocol training
- Fire marshal inspections....and corrective actions
- MT DOL inspections

Mr. Verrill addressed all the questions posed by the Facilities and Technology Committee regarding the monthly facilities update.

C. RFQ For Smith Elementary HVAC Design and Project Management

At the November 12th full Board of Trustees meeting, Mr. Verill will be respectfully requesting the Board of Trustees approve Con'eer Engineering, Inc. for design and contract administration 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 who 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. The facilities office posted a Request for Qualifications for this project and Con'eer Engineering, Inc. was the only firm

to submit a packet. Having reviewed their statement of qualifications and proposed costs, Mr. Verrill is confident Con'eer is highly qualified, and their costs are reasonable and customary for this type of project. Mr. Verrill addressed all the questions posed by the Facilities and Technology Committee regarding the RFQ for Smith Elementary HVAC Design and Project Management.

VI. BOARD COMMENTS

There were no further board comments.

VII. ADJOURNMENT

Committee Chair Jeff Hindoien adjourned the meeting at 12:26 p.m.

Technology Update

December 2024

Network and Systems:

- Cyber threats for September:
 - 1 Attack
 - Attack was unsuccessful because our systems are patched correctly

Board Meeting Videos:

- Post Recordings for Full Meetings and Work Sessions
- Committee meetings not posted

Cybersecurity Grant Application:

- State and Local Cybersecurity Grant Program (SLCGP)
- Funding for software and other cyber-security tools (\$221,485)
- Shane Snyder (questions?)

Current Support Issues

- Printers
- Cart updates

Applications:

- New technician starting in the near future...
- Ticket statistics for November:
 - Tickets Created: 392
 - Tickets Solved: 358
 - 62% one touch
 - 3.2 hours assignment to resolution average

Facilities and Maintenance Update

December 2024

Projects Last 30 Days:

- Mr. Cops service at Central Elementary School
- Smith Elementary School HVAC RFQ
- EPA Grant application submitted....no word yet on status
- Flag raising at HMS (thank you HFD ladder truck crew)
- State football championship game support

Current Projects

- Lincoln Center office remodel
- New fence at CRA athletic field
- Rossiter Elementary School interior painting

Staff

- Admin Assistant, Katie Ott is leaving the department after 16 years of service to the district

NOV Work Orders

Completed: 639

Custodial Update

Custodial Projects:

- HHS gym floor recoating

Staff:

- 7 new employees hired
 - Huge thank you to Riley Medley in HR...she is really helping us fill vacancies
- Current # vacancies: 2 (CRA and CHS), two additional vacancies in next two weeks
- \$4225 overtime in NOV
 - Covers open positions, sick calls, and vacation

Safety and Security Update

- CHS staff safety training. Primarily InformaCast emergency notifications and procedures
- Staff ergonomic assessments
- Great Western Recreation playground assessments
- Water sampling....all valley schools are in compliance
- Replacing old water fixtures and drinking fountains using DEQ lead in schools 100% reimbursement program

Questions?

High School Deferred Maintenance Analysis Briefing (see handout)

High School Deferred Maintenance Analysis



Helena Public Schools

Agenda

- Construction Inflation
- Grand total cost of HHS and CHS deferred maintenance
- Deferred maintenance by system
- CHS Top 5
- HHS Top 5
- HHS HVAC System
- Questions / Comments

Annual Construction Inflation Nonresidential Construction

Total inflation since JAN 2022 Deferred Maintenance Report = approx. 22%

2022

12.1%

2023

5.4%

2024

3.9%

30-Year average inflation rate = 4.2%

Grand Total Cost of HHS and CHS Deferred Maintenance: \$51,195,140.72

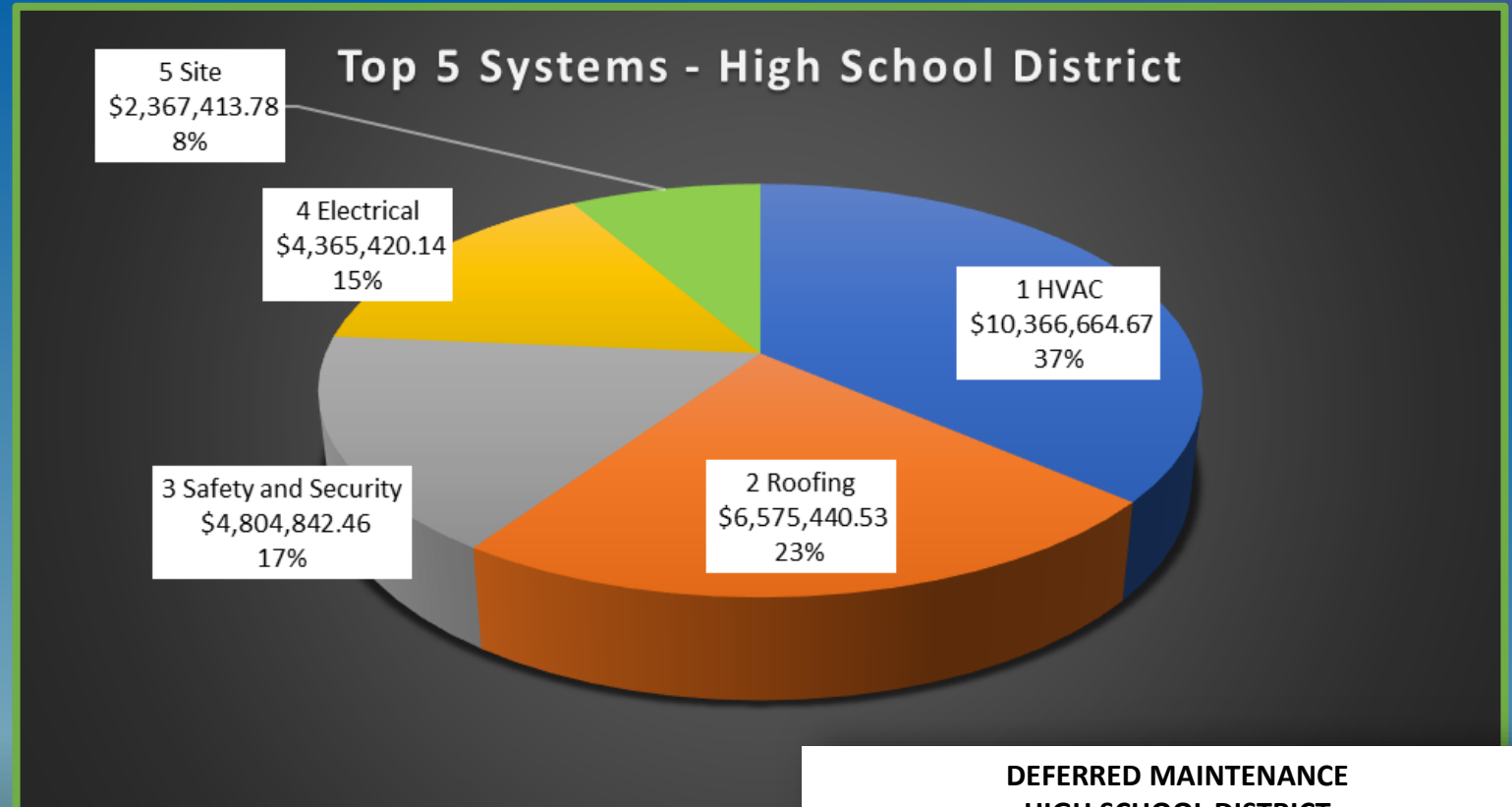
HELENA HIGH SCHOOL	TOTAL
	\$ 21,140,123.48
MATERIALS SUB TOTAL	\$ 21,140,123.48
General Contractors Gen, O&P (18%)	\$ 3,805,222.23
Gross Receipt Tax (1%)	\$ 249,453.46
Design Fees (10%)	\$ 2,519,479.92
Owners Contingency (10%)	\$ 2,494,534.57
Hazardous Material (2%)	\$ 498,906.91
GRAND TOTAL PROJECT COST	\$ 30,707,720.56

CAPITAL HIGH SCHOOL	TOTAL
	\$ 14,104,159.60
MATERIALS SUB TOTAL	\$ 14,104,159.60
General Contractors Gen, O&P (18%)	\$ 2,538,748.73
Gross Receipt Tax (1%)	\$ 166,429.08
Design Fees (10%)	\$ 1,680,933.74
Owners Contingency (10%)	\$ 1,664,290.83
Hazardous Material (2%)	\$ 332,858.17
GRAND TOTAL PROJECT COST	\$ 20,487,420.15

HIGH SCHOOLS	HIGH PRIORITY	MEDIUM PRIORITY	LOW PRIORITY	TOTAL
Helena High	\$ 12,074,163.40	\$ 7,706,440.55	\$ 1,359,519.53	\$ 21,140,123.48
Capital High	\$ 5,259,403.44	\$ 6,620,505.85	\$ 2,224,250.32	\$ 14,104,159.60

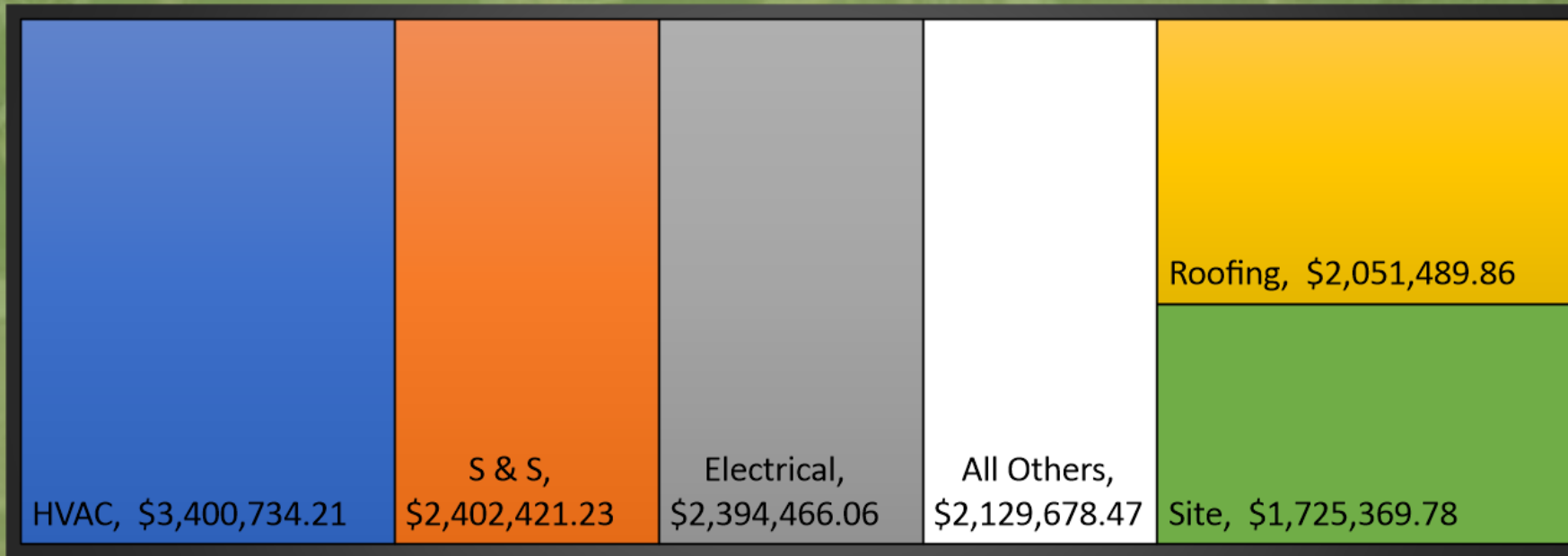
High School District – By System

System	Cost	% Total
Site	\$ 2,367,413.78	7%
HVAC	\$ 10,366,664.67	29%
Plumbing	\$ 1,413,361.09	4%
Fire Suppression	\$ 1,172,965.00	3%
Controls	\$ 964,609.38	3%
Electrical	\$ 4,365,420.14	12%
Low Voltage	\$ 758,982.44	2%
Safety and Security	\$ 4,804,842.46	14%
Windows	\$ 932,198.50	3%
Doors	\$ 1,055,668.50	3%
Cladding	\$ 237,062.40	1%
Accessibility	\$ 229,654.20	1%
Roofing	\$ 6,575,440.53	19%
TOTAL:	\$ 35,244,283.08	100%



**DEFERRED MAINTENANCE
HIGH SCHOOL DISTRICT
TOP 5 BUILDING SYSTEMS by COST**

Capital High School

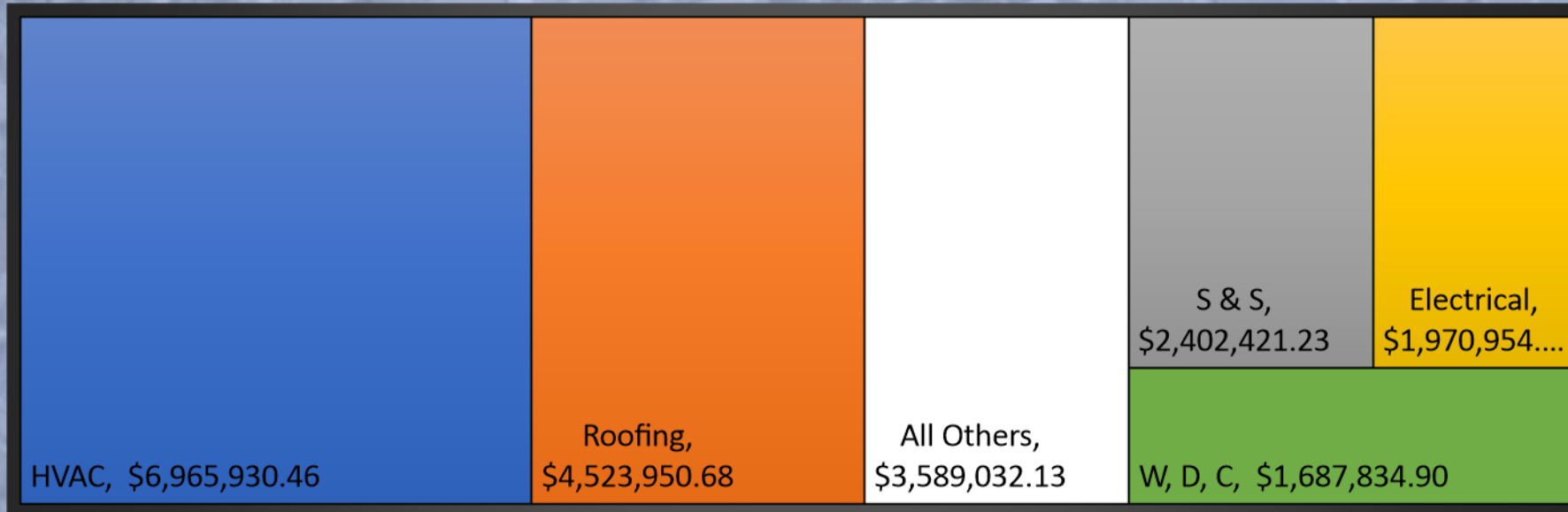


DEC 2024 Total: \$14,104,159

JAN 2021 Total: \$11,423,147

Top 5: 1. HVAC, 2. S&S, 3. Electrical, 4. Roofing, 5. Site

Helena High School



Dec 2024 Total: \$21,140,123

JAN 2022 Total: \$17,195,668

Top 5: 1. HVAC, 2. Roofing, 3. S&S, 4. Electrical, 5. W.D.C

Helena High HVAC System



- HHS has one of two remaining steam systems in the district. It is serviced by three boilers (only two are operational). They have an efficiency of 45-55%.
- Many of the steam and return condensate pipes and fittings are failing



Estimated replacement cost: \$7,000,000

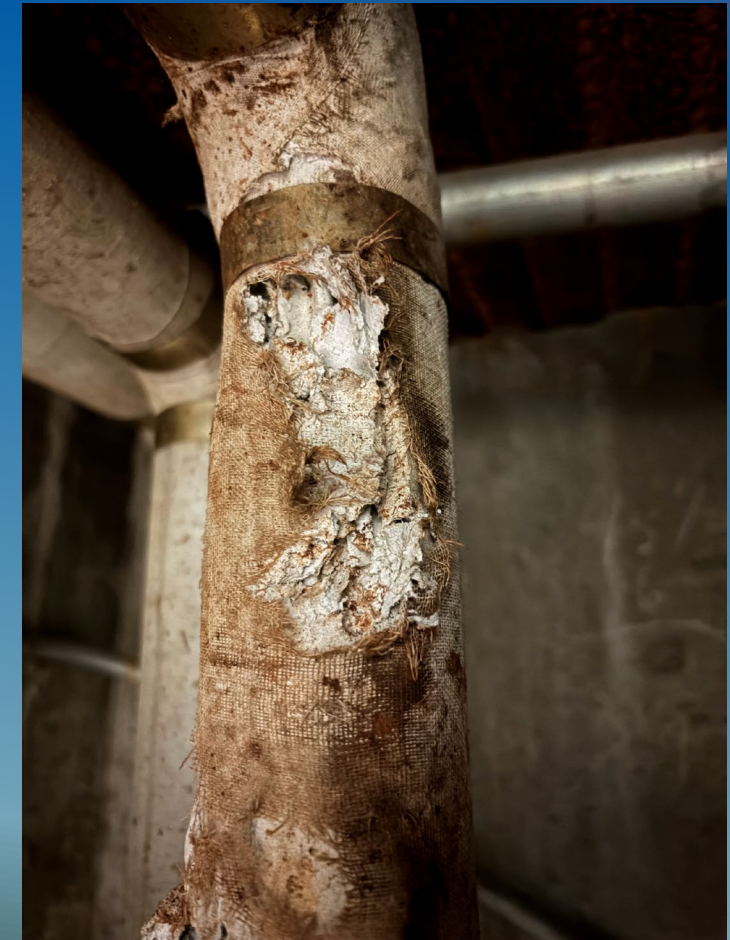
Helena High HVAC System



Failed condensate return pipe
in library



Damaged steam pipe insulation



Review

- **Construction Inflation refresher**
- **Grand total cost of HHS and CHS deferred maintenance**
- **Deferred maintenance by system**
- **CHS Top 5**
- **HHS Top 5**
- **HHS HVAC Systems**

Questions / Comments?