

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Tuesday, November 13, 2018

SPECIAL BOARD MEETING

CALL TO ORDER (5:00 p.m.)

BOARD OF TRUSTEES

1. Roll Call
2. Pledge of Allegiance
3. Recognition of Parents, Patrons, and Others Who Wish to Address the Board
4. Interview—CWG Architect Firm

ADJOURNMENT

PUBLIC PARTICIPATION

The Board of Education encourages participation at public School Board meetings. Under normal circumstances it is desirable to allow everyone to address the Board. However, when there are many persons who wish to address the Board, the following rules shall apply to protect the public's right to be heard:

- Speaker must first be recognized by the Chair and identify him/herself.
- Comments may not infringe on the rights to privacy of another.
- Each speaker shall be allowed a presentation not to exceed three (3) minutes at the appropriate time on the Agenda.
- There will be a limit of one presentation per person.
- The Board requests that organizations and groups be represented by a single spokesperson. The spokesperson for each group shall be limited to a presentation of three (3) minutes. To save repetition and time, the Board also requests that persons not speak if a previous speaker has expressed a similar position on the same issue.
- Appropriate comments are welcome but no action is likely to be taken at this time to ensure that others have the opportunity to address the same issue also. Items discussed may, at the discretion of the Board, be placed on a later agenda.
- The Board will accept comments from the public on each agenda item as it is discussed.

By a majority vote of the Board, these rules may be suspended for special reasons at any particular meeting. Further, the Board may reserve the right to adjust the length of time.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/13/2018

Agenda Item No.

3

- Minutes/Claims Board of Trustees Superintendent's Report Action - Consent
 Action - Indiv.

ITEM TITLE: RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

Time is provided on the agenda for anyone who wishes to address the Board.

SUGGESTED ACTION:

 Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/13/2018

Agenda Item No.

4

Minutes/Claims Board of Trustees Superintendent's Report Action - Consent
 Action - Indiv.

ITEM TITLE: INTERVIEW—CWG Architect Firm

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

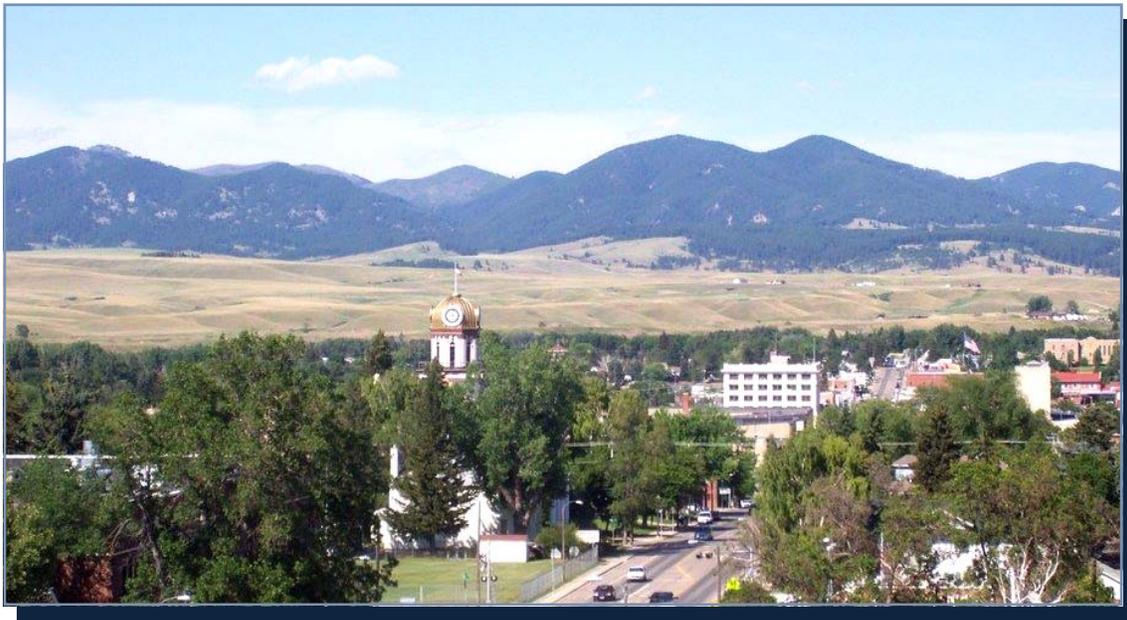
The Board of Trustees will conduct an interview with CWG Architects for the purposes of facility planning and a potential bond initiative.

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

IN RESPONSE TO LEWISTOWN PUBLIC SCHOOLS
REQUEST FOR QUALIFICATIONS
FOR EDUCATIONAL FACILITY PLANNING SERVICES
& PRE-BOND INFORMATION



CWG
ARCHITECTS

650 Power St | Helena, MT 59601 | 406.443.2340



October 9, 2018

Mr. Thom Peck, Superintendent

Lewistown Public Schools

215 7th Avenue South

Lewistown, MT 59457

Dear Thom:

Thank you for your time a few weeks ago and for allowing Kelsea and me to visit with you and Jason. It was a great opportunity for us to get to know you a little better and to gain greater insight into the existing Lewistown facilities and the district's future needs.

CWG is grateful for the chance to present our proposal in this response to your request for qualifications for the Educational Facility Planning Services and Pre-Bond Information for Lewistown Public Schools.

Aside from our trusted engineering consultants and our own K-12 experience, we bring a wealth of knowledge to the planning process for your school district. The team listed in our proposal has been hand selected, for their familiarity with handling the planning process for educational environments and their ability to work within these time frames. I assure you that we are ready to start.

Your consideration and time is appreciated and I look forward to discussing your ideas and this statement of qualifications. At your convenience, please call (406) 443.2340.

Sincerely,

Anthony Perpignano AIA, NCARB

President, CWG Architects

tonyp@cwg-architects.com

B. SUBMITTING FIRM



650 Power St, Helena, MT 59601
406.443.2340

Anthony Perpignano, AIA, NCARB, Architect

tonyp@cwg-architects.com

Meagan Miller, Interior Design

mmiller@cwg-architects.com

Matt Avard, Project Manager

mavard@cwg-architects.com

Kelsea Kimerly, Marketing

kkimerly@cwg-architects.com



524 1st Ave S, Great Falls, MT 59405
406.452.9558

Bucky Kempa, P.E., President

bucky@gpdinc.com

James Taylor, P.E., Mechanical

jtaylor@gpdinc.com

John Kauffman, P. E., LEED AP, Electrical

johnk@gpdinc.com



1301 12th Ave S Suite 200, Great Falls, MT 59405
406.452.8600

Dan Richardson, P.E., Civil Engineering

dan.richardson@kljeng.com



751 Osterman Dr. Suite 104, Bozeman, MT 59715
406.582.1936

Jason Anderson, P. E., Fire Protection

anderson@coffman.com



1 Engineering Pl, Helena, MT 59602
406.442.3050

Alan Stanbery, P.E., Structural Engineering

astanbery@m-m.net



Lewistown Emergency Services

If chosen, our team will work in conjunction with first response agencies to evaluate security and emergency needs.

C. QUALIFICATIONS

CWG Architects

The important thing here is that during the master planning and programming phase it will be critical to integrate those people that know the most about the School District in Lewistown. Those with the best understanding are the maintenance staff, the school board, the teachers, the administration, the PTA, the EMT's the local police and fire departments, the students and their parents. We can help seek out who those key personnel that can help us facilitate the planning process through our workshops and meetings. It is through these groups that we build strong relationships and ultimately, consensus that helps us through each stage of the process. We can also help if the school district decides that they will need an independent third party security consultant. We have a lot of qualified people on our team to help with security so at this time we are not certain if one is needed but we are certainly open to the idea and have worked with third party consultants and Owner's Representatives on many other school projects.

Anthony Perpignano, AIA, President CWG

Tony has over 25 years of programming, design, and construction administration in K-12 public schools. His strength is in programming by integrating the various user groups. By carefully listening and gathering information he works hard at building consensus and transparency in the process. With all school projects he is a team leader but very strongly believes in the team process. He has built a very successful method of programming based on HOK's time proven pioneering system called PROBLEM SEEKING. CWG has designed public schools for over six decades. Our portfolio includes hundreds of projects of various scale and complexity, from new facilities to systems and technology upgrades. There is no aspect of a school facility that we have not worked on and it would be hard to find many firms as qualified as we are.

Bucky Kempa, PE, President of GPD

Bucky and his staff have been working with CWG for decades. GPD has been working alongside of CWG for generations and has been involved in all the major school projects along the way. Very simply, GPD is part of our "A Team". Between our two firms our school experience exceeds one hundred years. Most recently we have been working on all the safety security and technology upgrades for the Helena School District, an 8 million dollar project designed to improve safety and access control and networking on all nine elementary schools and the two middle schools.

Alan Stanbery, P.E. Structural Engineer

Alan has been working with CWG for almost 35 years. There are few structural engineers who are as qualified and have as much experience in building structures as Alan. His ability to quickly look at cost effective solutions to structural systems and balance costs with safety and durability is key. When building schools it is almost always the case that quality can not be sacrificed in order to build something quickly and efficiently and Alan understands this.

Dan Richardson, P.E. KLJ

Dan been working with CWG on School projects for years, he recently completed the civil engineering on the very challenging and difficult White Sulphur Springs site which sloped over ten feet from one end of the building to the other. Dan will also be key in determining circulation flow, projected traffic, parking, and pedestrian corridors.

D. PROJECT APPROACH

The Planning and Programming process is an interactive phase of the project where the Owner and “stakeholders” truly control the dialogue and input. During this phase, the Owner has the greatest input while the designers are tasked with collecting information and listening to the needs and expectations of the various user groups.

Early on, the key decision makers will be identified and asked to participate in the information gathering. These workshops are generally 2 to 3 hour sessions. During this time the Owner will be tasked with answering certain questionnaires and playing an imperative role in the programming workshops. The designers will simply facilitate this phase, organize, and help prioritize the information that is collected. Once this is done, the designers will assemble a preliminary programming manual then we will ask the Owners to review and confirm. This is all part of consensus building.

Once the Owner approves the preliminary program/planning manual it will be a “roadmap” that will be referenced throughout the design and construction phases. The time frame for this can vary from as little as a couple months to as long as four to six months. This is typically dependent on coordinating busy schedules and how available the participants are. Once the process starts, we can efficiently collect the data that is needed, and comes down to scheduling workshop sessions.

INVESTIGATE →



PROGRAM →



TEST →



ORGANIZE →



1. INVESTIGATE AND LISTEN

The first step is to listen. We believe Lewistown Public Schools staff, students, and community are the most important voices in providing truly successful ideas that will sustain the school district. Pairing and developing your ideas with the professional skills of our architects and engineers generates concepts that truly make positive changes.

This initial fact gathering and idea generation process is a non-linear design method that encompasses all the potential ideas for review. This builds on current information and includes district staff, faculty, principals, contract employees, school board members, the superintendent, and Lewistown citizens. We can reach out and explore all options to **gain consensus from all parties** while ensuring a successful outcome.

Part of our initial professional services will be to expand current information with additional details on finishes, electrical and lighting systems, data systems, structural elements, mechanical HVAC systems, and site layout.



COMMUNITY ENGAGEMENT

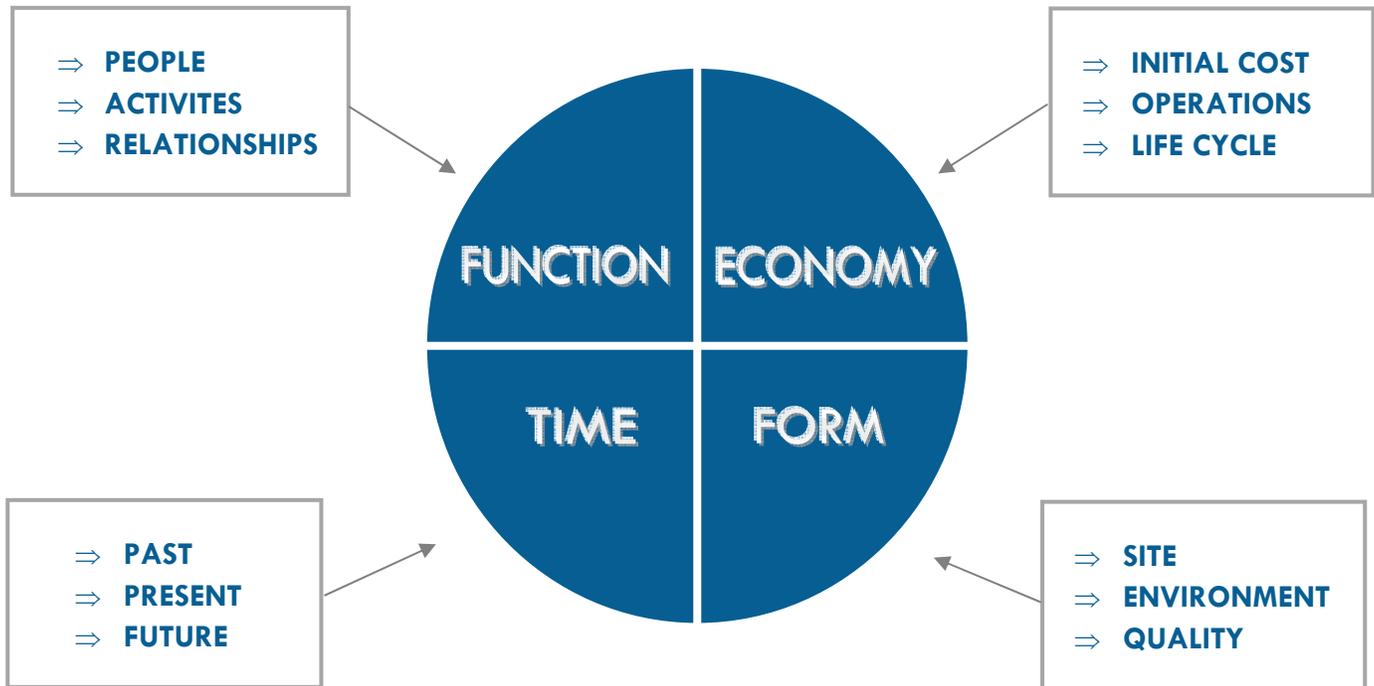
CWG Architects will engage the community throughout the process via multiple avenues including

- ⇒ surveys
- ⇒ webpage updates
- ⇒ personal interviews
- ⇒ social media posts
- ⇒ phone calls
- ⇒ community wide meetings

We begin engaging community members in face-to-face interviews in order to gain a full understanding of the community needs as a whole. These interviews continue with broader face interactions so as the project proceeds future engagements flow more easily. This early investment gives us an idea of real and present needs while building genuine relationships with the community at large.

2. CONFIRM AND PROGRAM

With initial goals and combined momentum a project can efficiently move forward. To achieve this we break programming down into five parts: assembling **goals**, analyzing **facts**, outlining **concepts**, identifying **needs** and the creation of an overall **vision statement**. Under each of these areas we analyze and discuss the *form*, *function*, *economy* and *time* elements. It is this level of detail and organization that CWG uses to develop the foundation for creative plans.



3. TEST AND DEVELOP

Once the program is firmly established we start testing design options. Hand sketches are updated to 3D computer models and allow everyone to ‘walk-thru’ the building before it ever goes to bid. This method allows the user to “test-drive” different layouts and compare like characteristics. It adds a deeper level of clarity and allows us to seek constructability issues early on.

Utilizing an overall program and some initial design ideas we start testing the program with schematic floor plan options. This process and the programming sessions include meetings by the stakeholders and community members to review options and ideas that may surface. It is here where buy-in of past steps becomes apparent. With a master plan and facility assessment completed our team will continue to work with all involved parties and advocate for change through community interaction, promotion and public meetings.

4. ORGANIZE

CWG's pre-design services are to prioritize existing goals and needs, confirm budget, engage the community, and prepare a successful package. The vision in part is to create comfortable, appropriate sized spaces that will accommodate today's and tomorrow's teaching technology and methods, because:

- It's ultimately about those in need; the students, teachers, and staff.
- The whole school needs to be safe, healthy and supportive for everyone.

Balancing community concerns with overall design with budgets and schedules is one of our specialties. We ensure implementation of the elements above by:

- Initiating ideas with core stakeholders
- Evaluating existing facilities
- Facilitating public meetings
- Developing a building program
- Creating ideas, plans and a budget
- Prioritizing concepts and plans
- Developing the draft information packages
- Evaluating information with School District, Board and the Community
- Facilitating review meetings
- Finalizing information

WORK PLAN GOALS

It's important everyone has an opportunity to understand the current facility conditions. We will begin our professional services by analyzing each space noting in detail the finishes, electrical and lighting systems, data systems, structural elements, mechanical HVAC systems and overall site layout. A compilation of this analysis will build on the existing findings and combine into a package that outlines the background to the final design decisions.

STAFF AND WORKLOAD

CWG Architects has a total staff of 13, including but not limited to, three licensed architects (two of which have LEED credentials for energy efficient design), three architects in training and two interior designers. We have ample staff and a proven record of successful management of multiple projects. This is done through maintaining accountability and good communication among all team members.

We are prepared to discuss your schedule to ensure timeliness and appropriate coordination with the school district staff and teacher's schedules. Whether this is being on site or through weekly or bi-weekly meetings.

E. Experience

Prickly Pear Elementary School: East Helena, MT

In January of 2017 CWG was contracted to begin programming, design and contract administration on a new 55,000 square foot elementary school for East Helena.

Along with the new elementary school that would initially accommodate first and second graders, the bond was to provide a 5 classroom addition for the existing middle school as well as upgrades to their district kitchen in Radley Elementary School. The 12 million dollar bond had to be very carefully stretched to include all of these elements. Along with the limited budget, CWG had to complete the design and prepare the project for construction in a very narrow five month window, with a construction schedule barely at 13 months. The compressed budget and schedule did not stop us from hitting the goal completion date, August of 2018. A testament to our team attitude and get it done approach.



Ron Whitmoyer, Superintendent

East Helena Public Schools | 226 E Clinton St. | East Helena, MT 59635 | 406.227.7700

Powell County High School Renovation and Remodel: Deer Lodge, MT

In 2015 CWG completed an entry remodel at Powell County High School in Deer Lodge, Montana. The project addressed security and circulation issues and gave the existing high school a much needed new façade and entry with added natural light. The interior design reflects 21st century school programming and needs while improving the overall function.



Rick Duncan, Superintendent

Powell County High School | 709 Missouri Ave. | Deer Lodge, MT 59722 | 406.846.2757 ext. 26

White Sulphur Springs K-12 Consolidation: White Sulphur Springs, MT

Completed in November of 2017, White Sulphur Springs passed a 9.4 million school bond in September 2015, to consolidate and renovate their existing buildings, including replacing a nearly century-old elementary school and 58-year-old high school.

Some of the conditions that we dealt with were a tricky site and soil conditions, as well as abatement and demolition, we also had to work around an active school campus for 18 months. We managed to stay on budget and on schedule through the cooperation and teamwork of Owner, Design Team and Builder.

This project specifically showcases our skill in working with the school faculty and management teams to make this project a success.



Larry Markuson, Superintendent

White Sulphur Springs School District | 405 S. Central Avenue | White Sulphur Springs, MT 59645 | 406.547.3751

Dillion Middle School Expansion & Remodel: Dillon, MT

The scope of work for this project included the addition, consolidation and remodel of Dillon School Districts Pre-K through 8th grade facilities.

This project is an example of consolidation and balance. The main addition was for district administration. This addition tied the elementary school and middle school together with a new shared library, computer room, music room and gym. The gym was designed to accommodate activities from pre-school exercise activities to high school level sports. The remaining budget was used to renovate portions of the existing schools such as the cafeteria, classrooms and existing administrative spaces. This work included infrastructure upgrades to lighting, heating, cooling, communications and building structure, roofs, windows and overall insulation values.

This project provided the owner with real energy saving results. We increased the overall square footage by 30%, but were able to maintain the same average monthly utility cost. This was all done while maintaining the original budget as bonded, along with meeting the original project schedule. Overall a total area of 125k square feet was added and remodeled.



Dr. Glen Johnson, Superintendent

Dillon School District | 22 N. Cottom Drive | Dillon, MT 59725 | 406.683.4311

Helena School District Safety, Security, and Technology Upgrades K-8: Helena, MT

In 2017 CWG was contracted with the Helena School District to begin the three year process of upgrading the security and technology systems in Helena’s nine grade schools and two middle schools. The scope of work involves secure entry, access control/card readers, new door hardware, new central network for the entire school district, intercom, clock, speaker, LED reader boards, phone/alarm, technology for distant learning and interactive video.

The first objective was to change the way visitors can enter the schools. By directing the public through one entry the remainder of the doors were “exit only” during the school days. School administrative staff can control who enters the building during the school day. By selecting a few doors for convenience to the faculty, we prioritized what doors would receive card readers. The remainder of the exterior doors would not be used for entry. The school district has greater flexibility as to who they allow in the schools and when. The electronic card readers allow the school to monitor precisely who is accessing the school and when. Cards can be easily turned on and off in the event of a lost card.

For before and after school activities the school district also has greater flexibility to program doors based on use. For instance certain portions of the school can be shut down while access can be allowed to other areas. Lastly all the exterior doors in the school district received position sensors, meaning that if a door was inadvertently left open an alarm would sound and the staff could immediately investigate and shut it.

Then a network system was run through each classroom connecting the phones, the clocks, the alarms, the intercom system, the LED reader boards. New speakers and cameras were also installed. This network was connected across the entire district allowing instant communications between schools. The entire district could go into lockdown instantly if needed.

Lastly the video/fiber optics were upgraded for technology. Many of the classrooms now work on chrome books or similar lap tops so a function for interactive distant learning was added to each school.

When completed, the project will encompass 11 schools, and will span over three summers with a price tag of 8 million dollars.



Kalli Kind, Director of Support Services

Helena Public Schools | 55 S Rodney St. | Helena, MT 59601 | 406.324.2000

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

1. **High Standards:** Lewistown Public Schools upholds high standards and expectations for the Board, staff and students of the district. We strive to provide challenging curriculum taught by innovative leaders in the field of education, utilizing research-based curriculum and implementing best practices.
2. **Student-Centered:** The motivation for everything we do is based upon what is right and best for the children of our community. We ensure the development, well-being and education of students through a variety of academic and extracurricular activities. We assist students in overcoming challenges and help them celebrate their successes, all as part of a plan to maximize the potential of each student.
3. **Effective and Efficient Practices:** Lewistown Public Schools is committed to effective and efficient stewardship of our resources.
4. **Accountability:** Lewistown Public Schools is accountable for all that we do from fiscal management to the performance of students, staff, administration and the Board.
5. **Community Support:** Lewistown Public Schools understands that community support is vital, earned and continually renewed through consistent dedication to quality service. We believe the key to success is found through mutual engagement of the community and the schools, effective interaction between parents, students, staff, administrators, trustees and all elements of the Lewistown Community. We value the trust the community has invested in our public schools and we strive to earn and maintain that trust.
6. **Communication:** Lewistown Public Schools values effective and open communication with parents, students, staff, trustees and the community.

LEWISTOWN PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR

A. Pupil Instruction

First Semester	90 Days	Second Semester	89 Days
FIRST QUARTER		THIRD QUARTER	
	DAYS		DAYS
First Week	Aug 23 -- Aug 24 2	First Week	Jan 21 -- Jan 25 5
Second Week	Aug 27 -- Aug 31 5	Second Week	Jan 28 -- Feb 1 5
Third Week	Sept 4 -- Sept 7 4	Third Week	Feb 4 -- Feb 8 5
Fourth Week	Sept 10 -- Sept 14 5	Fourth Week	Feb 11 -- Feb 15 5
Fifth Week	Sept 17 -- Sept 21 5	Fifth Week	Feb 18 -- Feb 21 4
Sixth Week	Sept 24 -- Sept 28 5	Sixth Week	Feb 25 -- Mar 1 5
Seventh Week	Oct 1 -- Oct 5 5	Seventh Week	Mar 4 -- Mar 8 5
Eighth Week	Oct 8 -- Oct 12 5	Eighth Week	Mar 11 -- Mar 15 5
Ninth Week	Oct 15 -- Oct 17 3	Ninth Week	Mar 18 -- Mar 22 5
Tenth Week	Oct 22 -- Oct 26 5		44
	44		
SECOND QUARTER		FOURTH QUARTER	
	DAYS		DAYS
First Week	Oct 29 -- Nov 2 5	First Week	Mar 25 -- Mar 28 4
Second Week	Nov 5 -- Nov 7 3	Second Week	Apr 1 -- Apr 5 5
Third Week	Nov 12 -- Nov 16 5	Third Week	Apr 8 -- Apr 12 5
Fourth Week	Nov 19 -- Nov 20 2	Fourth Week	Apr 15 -- Apr 17 3
Fifth Week	Nov 26 -- Nov 30 5	Fifth Week	Apr 23 -- Apr 26 4
Sixth Week	Dec 3 -- Dec 7 5	Sixth Week	Apr 29 -- May 3 5
Seventh Week	Dec 10 -- Dec 14 5	Seventh Week	May 6 -- May 10 5
Eighth Week	Dec 17 -- Dec 21 5	Eighth Week	May 13 -- May 17 5
Ninth Week	Jan 3 -- Jan 4 2	Ninth Week	May 20 -- May 24 5
Tenth Week	Jan 7 -- Jan 11 5	Tenth Week	May 28 -- May 31 4
Eleventh Week	Jan 15 -- Jan 18 4		45
	46		
		Totals	179

B. Pupil Instruction Related Days (PIR) - (Teachers ONLY - No School for Students)

August 21-22	PIR	2.00
October 18-19	Staff Development Days - Teachers Convention	2.00
November 7-8	Parent Teacher Conferences <i>(Evening on Nov. 7 from 4:00-7:00 pm; All Day Nov. 8)</i>	1.50
January 14	PIR	1.00
March 26	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students)	0.50
1 Floating PIR		1.00
		8.00

C. Holidays / Vacations (Dates Inclusive)

September 3	Labor Day
October 18-19	Fall Vacation (Teachers - Convention)
November 9	Vacation Day
November 21-23	Thanksgiving Vacation
December 24 - January 2	Winter Break
January 14	PIR (Vacation day for Students)
February 22	Vacation Day
March 29	Vacation Day
April 18, 19 & 22	Spring Break
May 27	Memorial Day