



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, April 8th, 2024,

12:00 p.m.

Lincoln Campus

and via Microsoft Teams

MINUTES

ATTENDEES

Trustees: Others:

Kay Satre, Committee Chair	Todd Verrill, Facilities Director
Jeff Hindoien, Trustee	Rex Wetz, Superintendent
Siobhan Hathhorn, Board Chair	Candice Delvaux, Executive Assistant
	Josh McKay, Assistant Superintendent
	Gary Myers, Educational Technology Director
	Karen Ogden, Communications Officer
	Keri Mizell, Human Resources Director
	Barb Ridgway, Chief of Staff
	Janelle Mickelson, Business Manager
	Robert Brewer, Facilities Manager
	Jane Shawn, HEA President
	Tim McMahon, Activities Director
	Joslyn Davidson, Curriculum Director
	Kaitlyn Hess, Assessment & Federal Programs
	Hannah Warhank, 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 3.11.24 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:

- 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 Projects:

- Prep for summer flooring projects
 - Gym floors
 - 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.

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

VI. BOARD COMMENTS

Board Chair Hathhorn asked Superintendent Wertz and Facilities Director Todd Verrill who their audience has been for the educational levy presentations. Superintendent Wertz stated that it has been our community civic groups such as Kiwanis, Chamber of Commerce, Hometown Helena, and Exchange Club. There were no further comments.

VII. ADJOURNMENT

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