



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, May 13th, 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 4.8.24 FACILITIES & MAINTENANCE COMMITTEE MEETING MINUTES

V. NEW BUSINESS

- A. Facilities Monthly Update
- B. Technology 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, April 8th, 2024,

12:00 p.m.

Lincoln Campus

and via Microsoft Teams

MINUTES

ATTENDEES

Trustees: Others:

Kay Satre, Committee Chair
Jeff Hindoien, Trustee
Siobhan Hathhorn, Board Chair

Todd Verrill, Facilities Director
Rex Wertz, Superintendent
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.

Facilities and Maintenance Update

May 2024

Projects Last 30 Days:

- Bryant Elementary solar project advertisement...bid opening Thursday, 16 MAY
 - Will present recommendation at the next Board work session Tuesday, 21 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 (please see attached request to dispose of district property)
 - 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:

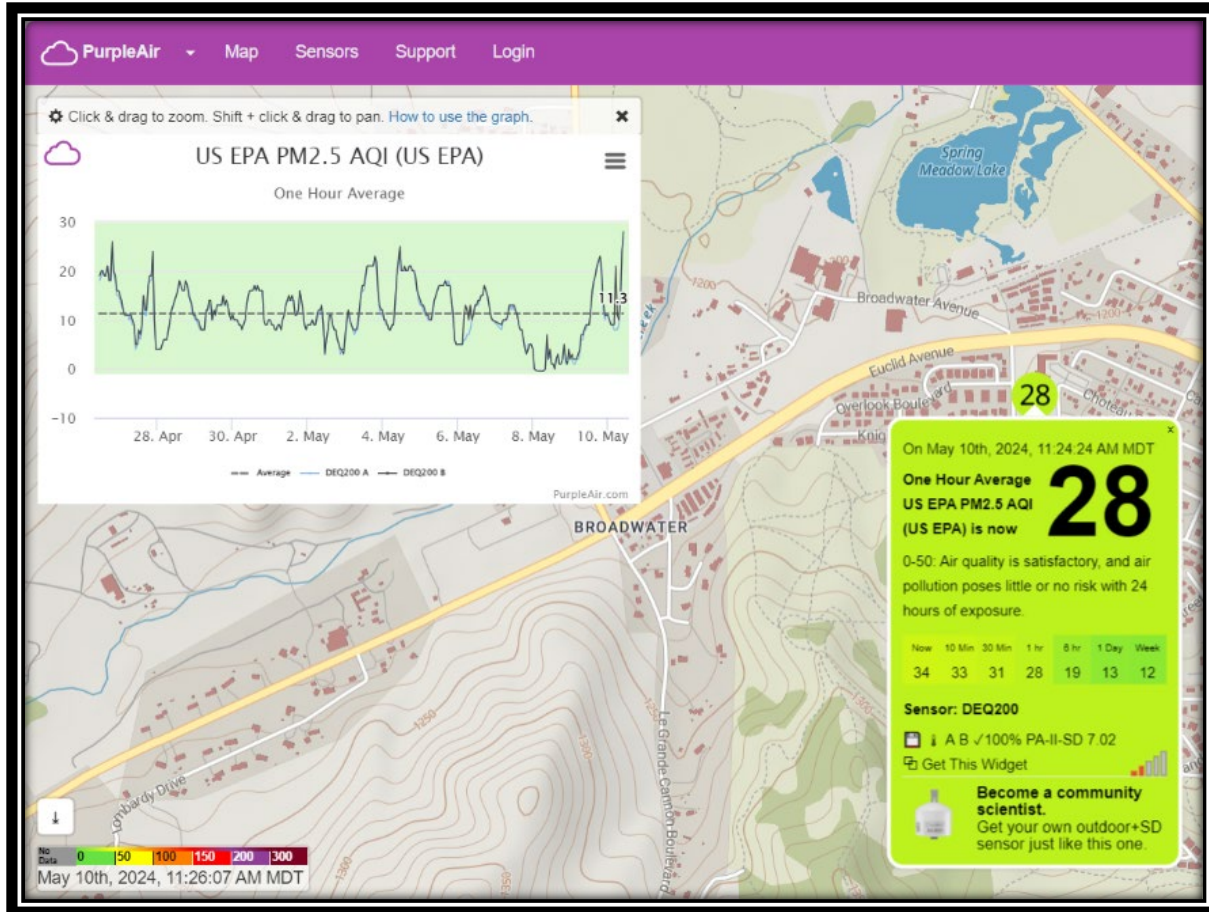
- Two new employees hired in APR
- Sick leave averaged 8 custodians/day for APR
- Current # vacancies: 4 (maybe 5!)

Safety and Security Update

- Neal's training:
 - 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

Facilities and Maintenance Update – May 2024

- PurpleAir monitors installed at Kessler (below), 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



HELENA SCHOOL DISTRICT NO., LEWIS AND CLARK COUNTY
RESOLUTION TO DISPOSE OF PERSONAL PROPERTY

WHEREAS, the trustees of any district have the power and the responsibility to hold in trust all real and personal property of the District for the benefit of the schools and children of the district, and;

WHEREAS, the trustees of any district have the authority to determine that certain personal property of the District is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the district pursuant to Mont. Code Ann. § 20-6-604, and;

WHEREAS, the District owns items of personal property consisting of facilities vehicles to include the following:

Truck, Chevrolet K30, 1979, VIN: CKL339J178408 / plate 5-1336

Truck, Chevrolet K30, 1980, VIN: CKX33AJ109363 / plate 5-1337

Truck, Chevrolet K2500, 1990, VIN: 1GCGK24K0LE224442 / plate 5-950

Van, Chevrolet G35, 1988, VIN: 2GCGG35K6J4145473 / plate 5-1091

Street Sweeper, Johnson MX450, 2008, VIN: 1J9VM3H648C172101 / plate; N/A

WHEREAS, the Board of Trustees of Helena School District No. 1 desires to sell such vehicles because they are abandoned, obsolete, undesirable or unsuitable for school purposes;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Helena School District No. 1, Lewis and Clark County, Montana, shall dispose of the vehicles by transfer to the Montana State Surplus Auction. The items may be viewed at the Montana state surplus yard, located at 16 West Custer Ave., Helena, MT 59602 on 27-28 September between the hours of 8:00am and 5:00pm, and on 29 September 2024 between the hours of 7:30am and 5:00pm. Please contact Christopher Brown at (406) 324-1720 or at cbrown5@helenaschools.org for more information. Additional information is available at <https://www.pateauction.com/auctions/detail/state-of-montana-surplus-property-auction-bw30574>

This Resolution shall not become effective for 14 days. Upon expiration of the 14-day period, the Superintendent of the District shall effectuate the disposal of the above-described property.

Adopted this ____ day of _____ 2024.

By: _____

Chairperson, Board of Trustees

DISTRICT CLERK CERTIFICATION:

I attest the above-referenced signature of the Chairperson of the Board of Trustees, and further certify as follows _____ made the motion to approve this RESOLUTION TO DISPOSE OF PERSONAL PROPERTY and _____ seconded the motion; the following Trustees voted in favor of the motion:

_____; the following Trustees voted against _____; and the following Trustees were absent: _____.

By: _____

Janelle Mickelson, District Clerk
Helena School District No. 1

Technology Update

May 2024

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 (guidelines attached)



Weak **PASSWORDS**

are the most common way **online criminals** access accounts

Strengthen Passwords with Three Simple Tips

Using strong passwords with the help of a password manager is one of the easiest ways to protect our accounts and keep our information safe.

1

Make them long

At least 16 characters—longer is stronger!

2

Make them random

Two ways to do this are:

Use a random string of letters (capitals and lower case), numbers and symbols (the strongest!):

cXmnZK65rf*&DaaD

Create a memorable passphrase of 5-7 unrelated words:

HorsPerpleHatRunBayconShoos

→ Get creative with spelling to make it even stronger.

3

Make them unique

Use a different password for each account:

k8dfh8c@Pfv0gB2

LmvF%swVR56s2mW

e246gs%mFs#3tv6

Tip! Use a password manager to remember them.

Let a password manager do the work!

A password manager creates, stores and fills passwords for us automatically. **Then we each only have to remember one strong password**—for the password manager itself. Search trusted sources for “password managers” like Consumer Reports, which offers a selection of highly rated password managers. Read reviews to compare options and find a reputable program for you.

When we choose strong passwords, we make it much harder for someone to steal our:



Data



Money



Identities

Using strong passwords is one way to
Secure Our World.



We can all help one another stay safer online, so share these tips with a family member or friend!

cisa.gov/SecureOurWorld