



**Board of Trustees  
Facilities & Maintenance Committee**

Monday, May 13<sup>th</sup>, 2024,

12:00 p.m.

Lincoln Campus

and via Microsoft Teams

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**MINUTES**

ATTENDEES

*Trustees: Others:*

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|----------------------------|---|
| Kay Satre, Committee Chair | Todd Verrill, Facilities Director           |
| Jeff Hindoién, Trustee     | Rex Wertz, Superintendent                   |
| Terry Beaver, Trustee      | 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              |
|                            | Tim McMahon, Activities Director            |
|                            | Hannah Warhank, Guest of the Public         |
|                            | Angela DeWolf King, 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 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.

