



**Board of Trustees
Facilities & Technology Committee**

Monday, September 9th, 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 Wultz, 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

Justine Alberts, Curriculum Director

Neal Murray, Safety and Operations Manager

Hannah Warhank, Guest of the Public

I. CALL TO ORDER

Facilities and Technology Committee Chair Jeff Hindoien called the meeting to order at 12:04 p.m.

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 5.13.24 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:

Network and Systems:

- Started off the year with a system-wide network outage! (resolved quickly)
- “Revealed” wireless access points in new buildings
- Updated Phone Extensions
- Current cyber threats minimal

Applications:

- Rolled out Windows 11 to labs for thorough testing before a complete migration
- Enhanced printing management by rolling out PaperCut to Macs, ensuring comprehensive access at all levels
- Optimized Mac, PC, and Chromebook management with behind-the-scenes changes, ensuring streamlined processes and time savings in the long run
- School Year Launch
 - Regular Application Sync
 - New Assessments (MAST, MAPS, Eureka Math)
 - Charter Schools, other OPI data changes
- Ticket statistics for August:
 - Tickets Created: 790
 - Tickets Solved: 652
 - 100% satisfaction
 - Average ticket 1st response time = 3.6 hours
 - Average ticket resolution time from 8/28-9/5 = 49.8 hours

- Password Update
 - Password Complexity to meet CISA requirements
 - Password Philosophy

Chromebook Carts:

- Our dedicated tier 1 Technicians and summer help put in significant effort to repair and set up a substantial number of Chromebooks and ChromeCarts
- Re-deployed carts from Elem (50%) to Middle School
- Middle School students no longer assigned Chromebooks individually
- 1:2 student device ratio in elementary schools

Other Summer Projects Completed:

- Emergency Testing (w/facilities)
- Surplus

Mr. Myers answered any questions the Facilities and Technology Committee had regarding the technology monthly update.

B. Facilities Summer 2024 Project Recap

Todd Verrill, Facilities Director for Helena Public Schools, gave a facilities summer 2024 project recap to the Facilities and Technology Committee. There were eleven projects that took place at seven schools across the district including:

- Smith
 - Roof
 - Interior Painting
 - Soccer Field
 - Compressor
- Bryant
 - Solar
 - SPED Hallway Remodel
- Kessler
 - Playground Improvements
 - Concrete Steps
 - Walking Path Stabilization
- Warren
 - Chlorination System
- Hawthorne
 - Carpet
- Central
 - Gutter Repair
- Rossiter-Sierra Park
 - Irrigation Well Pump

There were nine projects that took place at the two middle schools in the district.

- HMS
 - Carpet
 - Asbestos Abatement
 - Basketball Court
 - Partial Roof Replacement
 - Sink Hole Repair
 - Emergency Exit Stairs
 - Bathroom Remodel
 - Mental Health Office Painting
- CRA
 - Bathroom Remodel

There were around seventeen projects that took place over the summer at the two high schools in the district.

- HHS
 - Mental Health Office Paint
 - Partial Roof Replacement
 - Bathroom Remodel
 - Emergency Exit Stairs (x3)
 - CTE Roof Heat Trace
 - Compressor Replacement
- CHS
 - Partial Roof Replacement
 - Bathroom Remodel
 - Emergency Exit Stairs (x2)
 - Basketball Hoops
 - CTE Roof Heat Trace

Other projects that took place across the district this summer included:

- Exterior Door Painting
- Parking Lot Striping
- Grounds Maintenance
- Floor Maintenance
 - All Gym Floors
 - All School Floors

Mr. Verrill answered any questions the Facilities and Technology Committee had regarding the facilities summer 2024 project recap.

C. Smith Elementary HVAC Design Contract

Superintendent Weltz recommended that the Smith Elementary HVAC Design Contract be pulled off the September 10th Full Board Meeting Agenda for this evening because the district's legal counsel recommended that we pull the design contract off for further review and discussion, and it will come before the board again at a future board meeting. The Facilities and Technology Committee moved on to review the annual safety and security report.

D. Annual Safety and Security Report

Gary Myers, Director of Educational Technology, and Facilities Director, Todd Verrill, reviewed the annual safety and security report with the Facilities and Technology Committee and answered any questions the committee had about the report.

CYBERSECURITY

- Updated Cybersecurity Incident Response Plan
- Attended tabletop training exercises for Cybersecurity response
- Migrated staff to 16 character, CISA-compliant passwords
- Updated half of district wireless access points to Wi-Fi 6 devices
- Implemented BrightArrow parent, staff, and student messaging system
- Conducted numerous "phishing" campaigns for staff detection training

OTHER TECHNOLOGY / SECURITY

- Provided training for new administrators and secretaries on access control and cameras
- Conducted yearly audit of doors and buzzers to ensure system integrity
- UPS battery audit for access systems
- Trained building administrators on scheduling door lock/unlock system

SAFETY & SECURITY SYSTEMS

- Added 21 new keyless entry points and 40 cameras at various schools
- Upgraded to InformaCast Fusion for rapid distribution of emergency notifications
- "Red" phone staff training completed (HHS, CHS, BRY). Planning to expand to the middle schools this year
- Quarterly tests of automated security systems and emergency dial codes. All systems functioned as expected
- New hallway security doors and quiet rooms for Bryant SPED

DRINKING WATER SAFETY

- Schools are in compliance with State and Federal standards for water quality
- Started drinking water sampling for lead in April. All schools complete except CHS, HHS, CRA, HMS, BRY, CEN. The sampling deadline is December 2024

- Replaced Warren chlorination system. New chemical pumps and analytical instruments ensure water quality
- Replaced old sink fixtures and drinking fountains with new DEQ reimbursement

FIRE AND MEDICAL SAFETY

- All buildings passed Fire Marshal inspections for 2023-2024
- Abraham Construction completed fire escape repairs and upgrades on six staircases at HMS, HHS, and CHS
- Fire extinguisher training with custodians, summer 2023 and 2024
- Installed 19 AEDs (donated by HPD). Worked with HSD nurses to develop SOP for inspections and training

GENERAL SAFETY

- New playground structure installed at Hawthorne. Old structure was unsafe
- Completed annual playground inspections. Trained custodial staff conducted weekly playground safety inspections throughout the school year
- Both high schools passed inspections by Montana Department of Labor

TRAINING AND EDUCATION

- All schools completed their required practice emergency drills for the year which included 4 fire drills and 4 others
- Conducted monthly new employee safety training
- Certified 50+ HSD employees in AED and CPR resuscitation
- District Crisis Procedure Manual updated and renamed Emergency Operations Plan (EOP)
- Participating in Local Emergency Planning Committee (LEPC), and MCRT with Lona Carter

SECURE ENVIRONMENT CONSULTANTS (SEC) REPORT (Executive Summary Points)

- The district has put forth effort in developing and executing safety and security plans, and it currently provides a generally safe and secure environment for its staff and students
- SEC strongly recommends the district continue to pursue safety levy funding as the current state of security is desperately in need of updates.
- The district has done a remarkable job of maintaining a safe and secure environment despite a lack of ability to make significant investments in improvements
- SEC commends the district on its strategy to enhance existing physical security measures and to expand on both safety and security related equipment and emergency protocol training regimens

SAFETY AWARD

- Helena Public Schools has been selected to receive the 2024 Governor's Safety Achievement Award.

VI. BOARD COMMENTS

There were no further board comments.

VII. ADJOURNMENT

Committee Chair Jeff Hindoien adjourned the meeting at 12:56 p.m.