



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**

Monday, November 11th, 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 Wertz, 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

Lona Carter, Student Health Services & Special
Education Director

I. **CALL TO ORDER & INTRODUCTIONS**

Facilities and Technology Committee Chair Jeff Hindoien called the meeting to order at 12:02 p.m. Following the call to order, members of the Facilities and Technology Committee and other attendees introduced themselves.

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 9.9.24 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 and shared a help request comment word cloud with the committee:

Technology Update October 2024

Network and Systems:

- Cyber threats for September:
 - 25 Attacks
 - DNS Phishing, Attempted Admin Control, Web App Attacks
 - All attacks were repelled because our systems are patched correctly

New Chromebook Carts:

- 350 Additional devices and Chargers purchased with ESSER and Title Funds
- Will be deployed in October

Analytics and Insights:

- Assessment and at-risk Dashboards
- Cost Savings

Current Support Issues

- State Reporting Challenges
- Charter Integration

- Aging devices
- Device build quality post-covid
- Increased costs (inflation)
- Specialized CTE support
- Surplus

Applications:

- Welcome new technician, Shane McTaggart
- Ticket statistics for September:
 - Tickets Created: 856
 - Tickets Solved: 902
- Password Update
 - Second notices
 - Final Lockout

Technology Update November 2024

Network and Systems:

- Cyber threats for October:
 - 2 Attacks
 - CNC attempted control and Attempted Firewall Intrusion
 - All attacks were repelled because our systems are patched correctly

New Chromebook Carts:

- Successfully Deployed at all buildings
- One Additional Cart ordered by JeBerson (Building Funds)

Analytics and Insights:

- Assessment and at-risk Dashboards
- Cost Savings

Current Support Issues

- State Reporting Challenges Continuing
- Speaker Infrastructure at HHS

Applications:

- One departing technician, Stuart Beardsley
- Position Posted...hoping to interview later in November

- Ticket statistics for October:
 - Tickets Created: 563
 - Tickets Solved: 573

Mr. Myers addressed all the questions posed by the Facilities and Technology Committee regarding the monthly facilities update.

B. Facilities Monthly Update

Todd Verrill, Facilities Director for Helena Public Schools, gave an update on facilities projects across the district:

Projects Last 30 Days:

- Bryant Elementary solar project completed
- Grounds...fall maintenance and athletic field support
- HMS hot water heater replacement
- Rossiter classroom painting
- Fire suppression system testing
- CRA new doors, HMS new FOBs
- Vigilante stadium concession stand siding/roof renovations....and ticket booth painting
- Circulation pumps at Warrant
- Fleet reduction....all vehicles sold at auction
- Routine scheduled maintenance (filters, adjustments, lube, etc.)

Staff

- Hired HVAC technician
- Hired one groundskeeper, one position still open

Current Projects

- Lincoln Center entrance remodel
- Smith Elementary School HVAC RFQ
- EPA Environmental and Climate Justice Community Change Grant application (Deadline 21 NOV)
- New fence at CRA athletic field (adjacent to Cannon St.)

SEP Work Orders

Completed: 743

OCT Work Orders

Completed: 432

Custodial Update

Custodial Projects:

- Fall break flooring projects
 - HHS and CHS gym floor maintenance
 - HHS orchestra room carpet

Staff:

- 6 new employees hired in SEP – NOV
- Current # vacancies: 6
- 220 hours of overtime this quarter

Safety and Security Update

- Coordinating with a seismic working group to fund new assessments for our schools (schools TBD)
- Emergency drills at all schools
- System checks at all schools
- New administrator and school secretary safety protocol training
- Fire marshal inspections....and corrective actions
- MT DOL inspections

Mr. Verrill addressed all the questions posed by the Facilities and Technology Committee regarding the monthly facilities update.

C. RFQ For Smith Elementary HVAC Design and Project Management

At the November 12th full Board of Trustees meeting, Mr. Verill will be respectfully requesting the Board of Trustees approve Con'eer Engineering, Inc. for design and contract administration of a new HVAC system at Smith Elementary School. The cost of the design and contract administration services is \$180,300. The lead engineer is Mr. Gruizenga, PE who is very familiar with the school's current system as he contributed to the district's 2022 Deferred Maintenance Report. The report listed the Smith system's replacement as a high priority project due to its inefficiency and outdated design. The total estimated cost of the HVAC project is approximately \$2M, which includes the 10% design and contract administration service fees. The facilities office posted a Request for Qualifications for this project and Con'eer Engineering, Inc. was the only firm

to submit a packet. Having reviewed their statement of qualifications and proposed costs, Mr. Verrill is confident Con'eer is highly qualified, and their costs are reasonable and customary for this type of project. Mr. Verrill addressed all the questions posed by the Facilities and Technology Committee regarding the RFQ for Smith Elementary HVAC Design and Project Management.

VI. BOARD COMMENTS

There were no further board comments.

VII. ADJOURNMENT

Committee Chair Jeff Hindoien adjourned the meeting at 12:26 p.m.