



**Board of Trustees
Facilities & Technology Committee**

Monday, January 13th, 2025

12:00 p.m.

Lincoln Campus

and via Microsoft Teams

MINUTES

ATTENDEES

Trustees: Others:

Kay Satre, Trustee	Todd Verrill, Facilities Director
Rachel Robison, Trustee	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
	Lona Carter, Student Health Services & Special Education Director
	Riley Thatcher, Kessler Elementary Principal
	Kaitlyn Hess, Data and Federal Programs Director
	Hanna Warhank, Guest of the Public

I. CALL TO ORDER & INTRODUCTIONS

Trustee Kay Satre called the meeting to order at 12:01 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 12.9.24 Facilities and Technology 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:

Technology Update-January 2025

Network and Systems:

- Cyber threats for December:
 - 1 Attack
 - Attack was unsuccessful because our systems are patched correctly
- PowerSchool Cybersecurity Incident
 - PowerSchool, our SIS vendor, reported an incident
 - Cybersecurity response plan deployed
 - Investigation Ongoing
 - Community Notification Plans

Points of Focus:

- New Employee Onboarding Process Established
- Substitute Teacher Access and Devices

Upcoming Proposals:

- Copiers (with the business office)
- Surplus Technology

Applications:

- Senior Network Administrator Position Open (Jake Atherton is leaving)
- Introducing Tyler Giesregen – New HelpDesk Tech
- Ticket statistics for December:
 - Tickets Created: 419
 - Tickets Solved: 409
 - 74.9% one touch
 - 2.2% Reopened
 - 1.1 hours assignment to resolution average

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

B. Facilities Monthly Update

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

Facilities and Maintenance Update January 2025

Projects Last 30 Days:

- CRA fence
- HHS circulation pump motor replacement
- Winter program support (big four schools)
- Bryant SPED hallway work
- EPA Grant....no word yet.
- Lincoln center improvements:
 - Main reception office remodel
 - PD center carpet

Current Projects

- HHS HVAC assessment and contingency planning
- Rossiter Elementary School interior painting (75% complete)
- Preparing bidding documents for the following projects:
 - Smith HVAC (Con'eer Engineering)
 - Summer roof replacement (Cushing Terrell)
 - CHS auditorium lighting upgrades (Morrison-Maierle)

Staff

- Hired new Admin Assistant. Awaiting background check
- Interviewed four candidates for Safety and Security Manager position. Decision pending

DEC Work Orders

Completed: 289

Custodial Update

Custodial Projects:

- PD center carpet
- Classroom uninvent maintenance

Staff:

- 2 new employees hired
- Current # vacancies: 2

Safety and Security Update

- Neal Murray moved to a new position with DEQ
- All duties are currently divided between facilities and IT staff until new employee starts

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

VI. BOARD COMMENTS

There were no further board comments.

VII. ADJOURNMENT

Trustee Kay Satre adjourned the meeting at 12:26 p.m.