



**Board of Trustees
Facilities & Technology Committee Meeting**

Monday, April 14th, 2025– 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 3.10.25 FACILITIES & TECHNOLOGY COMMITTEE MEETING MINUTES

V. NEW BUSINESS

- A. Technology Monthly Update
- B. Facilities Monthly Update

VI. BOARD & SUPERINTENDENT COMMENTS

VII. ADJOURNMENT



Board of Trustees
Facilities & Technology Committee

Monday, March 10th, 2025

12:00 p.m.

Lincoln Campus & TEAMS

MINUTES

ATTENDEES

| <i>Trustees:</i> | <i>Others:</i> |
|-------------------------|---|
| Jeff Hindoien, Trustee | Todd Verrill, Facilities Director |
| Rachel Robison, Trustee | Barb Ridgway, Chief of Staff |
| Kay Satre, Trustee | Candice Delvaux, Executive Assistant |
| | Mike Higgins, Safety & Operations Manager |
| | Jane Shawn, HEA President |
| | Gary Myers, Educational Technology Director |
| | Josh McKay, Assistant Superintendent |
| | Keri Mizell, Human Resources Director |
| | Tim McMahon, Activities Director |
| | Robert Brewer, Facilities Manager |
| | Lona Carter, Student Health Services & Special Education Director |
| | Justine Alberts, Curriculum Director |
| | Hanna Warhank, Guest of the Public |

I. CALL TO ORDER & INTRODUCTIONS

Trustee Jeff Hindoien called the meeting to order at 12:02 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

The Facilities & Technology Committee reviewed and accepted the 1.13.25 and 2.10.25 Facilities and Technology Committee Meeting minutes.

V. NEW BUSINESS

A. Technology Monthly Update

Mr. Gary Myers, Educational Technology Director, gave a monthly technology update to the Facilities and Technology Committee.

Technology Update March 2025

Network and Systems

- Senior Network Engineer Position Still Open
- PowerSchool Cybersecurity Incident
 - Notification of affected people is in process

Points of Focus

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

Upcoming Proposals

- Copiers (with the business office)
- Surplus Technology

Applications:

- Introducing Tyler Giesregen – New HelpDesk Tech

- Ticket statistics for February
 - Tickets Created: 493
 - Tickets Solved: 620
 - 71% one touch
 - 1.1% Reopened

State Reporting

- Numerous Challenges:
 - Incompatible Systems
 - Charter School Processes
 - Accreditation Overlap
 - Testing

Upcoming Projects

- Windows 11 Updates
- ACT/AP Test Support
- Analytics and Insights roll out

Mr. Myers addressed all questions proposed by the Facilities and Technology Committee regarding the information he presented.

B. Facilities Monthly Update

Mr. Todd Verrill, Facilities Director, gave a monthly facilities update to the Facilities and Technology Committee.

Facilities and Maintenance Update

March 2025

Projects Last 30 Days

- Winter weather issues:
 - Rossiter frozen sewer line
 - 4Gs frozen storm drain
 - Miscellaneous leaks and frozen equipment through the district in FEB
- Snow removal operations

- 400 hours of overtime
- Prep for spring break and summer projects

Current Projects

- Smith HVAC recommendation
- CHS partial roof replacement recommendation (\$32K bid from Summit Roofing)
- HHS HVAC assessment and contingency planning
- CHS electrical system assessment and contingency planning
- New 800-amp breaker arriving soon (will install during spring break in coordination with NWE)
- Rossiter painting....complete NLT the end of spring break

Staff

- Hired new Safety and Operations Manager position – Mike Higgins

FEB Work Orders

Completed: 515

Custodial Update

Custodial Projects:

- Coordinated asbestos mitigation for summer projects (Smith HVAC)
- Identified areas and coordinated for summer flooring projects
- FEB snow and ice removal (day-time custodians also come in early when it snows)

Staff:

- Hired new Evening Custodial Supervisor – Mark McQuire (former 4Gs daytime custodian)
- Current # vacancies: 4

Safety and Security Update

- DEQ reimbursement for school water fixtures (replacing drinking fountains in schools)
- Completed and corrected MT Dept of Labor inspections

- Warren Elementary chlorine injections system repairs
- Internal safety training for the facilities crew

Mr. Verrill addressed all questions proposed by the Facilities and Technology Committee regarding the information he presented.

VI. BOARD COMMENTS

There were no further board comments.

VII. ADJOURNMENT

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

Technology Update

April 2025

Network and Systems:

- Senior Network Engineer Position Still Open

Spring Break work Highlights:

- Chromebook Tickets reduced to 500 from 900
- HMS Workroom Surplus Inventory and Cleanup
- Windows 11 Browser Options
- Velocity And InformaCast Testing and resolution
- Updated Boardroom Microphones
- Support for Staffing Moves at HHS

Upcoming Proposals:

- Copiers (with the business office)
- Surplus Technology

Applications:

- Re-introducing Shane McTaggart – New Applications Support Tech
- CoGAT, ACT and MAST Testing Support
- Ticket statistics for March:
 - Tickets Created: 440
 - Tickets Solved: 601
 - 74.6% one touch
 - 100% satisfaction

State Reporting:

- Re-introducing Maya Elliot – New Data Analyst and State Reporting Officer
- Completed CRDC reporting...working on end-of-year

Tech Levy:

- Attached One-Page document created by Karen Ogden

Helena Public Schools 2025 Technology Levy



Critical Learning. Helena Public Schools hasn't updated our technology levy since 2004. In the last 20 years, technology has become vital for education and workplace function. It is everywhere. This is an investment in the future of our community: Students need technology skills to be ready for careers and college.



Smaller ask. This year's proposed \$3 million tech levy will cost the average Helena homeowner an additional \$8 a month. This is also not a perpetual levy, it is limited to 10 years. The district's existing \$1 million-a-year tech levy would roll into the new levy if it is passed, resulting in a 10-year levy providing a total of \$4 million in Technology Funding annually. Our current levy "keeps the lights on," but doesn't allow us to replace ANY devices or to update our network. If something breaks, we are out of luck!



Moving Forward. This year's levy request is for critical technology funding only. It pays for classroom devices for students and teachers, network services and licensing. Students and teachers rely on this technology to access curriculum, most of which is now online.



Sustaining Educational Programs. If the levy does not pass, we will be forced to make additional cuts to educational programs to sustain the basic technology we need to operate – things like Internet service, phones, security systems and classroom technology.



Cost to me as a taxpayer:

ELEMENTARY TECHNOLOGY LEVIES

Estimated annual increase for elementary technology levy

| Home Value | Yearly Increase | Monthly Increase |
|------------|-----------------|------------------|
| \$100,000 | \$14.40 | \$1.20 |
| \$300,000 | \$43.21 | \$3.60 |
| \$600,000 | \$86.43 | \$7.20 |

HIGH SCHOOL TECHNOLOGY LEVY

Estimated annual increase for high school technology levy

| Home Value | Yearly Increase | Monthly Increase |
|------------|-----------------|------------------|
| \$100,000 | \$6.83 | 57 cents |
| \$300,000 | \$20.49 | \$1.71 |
| \$600,000 | \$40.99 | \$3.41 |

TOTAL COMBINED TECHNOLOGY LEVY COST

| Home Value | Yearly Increase | Monthly Increase |
|------------|-----------------|------------------|
| \$100,000 | \$21.23 | \$1.77 |
| \$300,000 | \$63.70 | \$5.31 |
| \$600,000 | \$127.42 | \$10.62 |

ELEMENTARY GENERAL FUND LEVY COST

| Home Value | Yearly Increase | Monthly Increase |
|------------|-----------------|------------------|
| \$100,000 | \$2.52 | 21 cents |
| \$300,000 | \$7.57 | 63 cents |
| \$600,000 | \$15.15 | \$1.26 |

Why Does Technology Cost \$4 million a year?

Software & Licensing



Conservative Device Replacement



Infrastructure & Projects



Service & Staff



REMEMBER: PLEASE TURN IN YOUR BALLOT BY MAY 6

Facilities and Maintenance Update

April 2025

Projects Last 30 Days:

- Spring break projects:
 - CHS 800-amp breaker replacement
 - 4Gs interior fire doors (4 total) replacement
 - HMS fire alarm panel replacement
 - Smith asbestos removal (prep for HVAC work this summer)
 - CHS water bottle fill station installation
 - CHS CET building compression installation
- Air handler/exhaust fan routine maintenance (filter, lube, motor replacement, function checks, etc.)
- Support to school programs:
 - Athletics (Vig track and field, tennis, softball setup)
 - Band equipment for high schools and middle schools (civic center and HMS auditorium)
 - Sierra Park (prep to install new irrigation and grass)

Current Projects

- HHS boiler consultation with Atlas Boiler Service. Scope of work and costs pending
- Performance contracting RFP preparation

Staff:

- Prep to hire summer temporary grounds crew
- Probable vacancy in full-time ground position

MAR Work Orders

Completed: 730

Custodial Update

Custodial Projects:

- Prep for summer flooring projects
 - CRA (basement, cafeteria, selected offices)
 - Jefferson (auditorium, selected offices)
 - HHS (walk-off carpet at selected entries)
 - HMS (counselor offices)

Staff:

- Current # vacancies: 2 (HHS float, Hawthorne daytime, probable 3rd vacancy this week)

Safety and Security Update

- Participated in the L&C County spring emergency exercise
- School alert system testing with IT over spring break
- Warren chlorine injection system issues
- Assumed door programming duties from IT