



**Board of Trustees
Facilities & Technology Committee**

Monday, April 14th, 2025

12:00 p.m.

Lincoln Campus & TEAMS

MINUTES

ATTENDEES

<i>Trustees:</i>	<i>Others:</i>
Kay Satre, Trustee	Todd Verrill, Facilities Director
Rachel Robison, Trustee	Barb Ridgway, Chief of Staff
	Rex Weltz, Superintendent
	Karen Ogden, Communications Officer
	Jane Shawn, HEA President
	Gary Myers, Educational Technology Director
	Josh McKay, Assistant Superintendent
	Tim McMahon, Activities Director
	Robert Brewer, Facilities Manager
	Janelle Mickelson, Business Director
	Hanna Warhank, Guest of the Public

I. CALL TO ORDER & INTRODUCTIONS

Trustee Kay Satre called the meeting to order at 12:03 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 3.10.25 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 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 Board Room 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

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 April 2025

Projects Last 30 Days:

- 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)

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

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

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 Kay Satre adjourned the meeting at 12:37 p.m.