



*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 Meeting**

Monday, May 12<sup>th</sup>, 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](#)

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**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 4.14.25 FACILITIES & TECHNOLOGY COMMITTEE MEETING MINUTES

V. NEW BUSINESS

A. Technology Monthly Update

B. Facilities Monthly Update

VI. BOARD & SUPERINTENDENT COMMENTS

VII. ADJOURNMENT



*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, April 14<sup>th</sup>, 2025

12:00 p.m.

Lincoln Campus & TEAMS

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## MINUTES

### ATTENDEES

*Trustees: Others:*

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 McMahan, 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 3<sup>rd</sup> 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.

# Technology Update

## May 2025

### **Network and Systems:**

- New network engineer starting June 2
- Need for new Video Storage (NVR)

### **Summer Chromebook Work:**

- Chromebook PowerWashing
- Cart Maintenance

### **Upcoming Proposals:**

- Copier proposal at the May 22 Board Meeting
- Surplus Technology--June

### **Applications:**

- Windows 11 Update Progress
- Ending Support for Google Chrome Browser
- Interviews for open Helpdesk position
- Ticket statistics for April:
  - Tickets Created: 382
  - Tickets Solved: 456
  - 60.7% one touch
  - 98.3% satisfaction

### **State Reporting:**

- Additional Charter School Work

### **Tech Levy Post Election Impact:**

- General feedback and thoughts

## Facilities and Maintenance Update

May 2025

### Current Projects

- HMS exterior painting bid results (see attachment)
- Performance contracting, energy audit:
  - Board resolution (see attachment)
  - Request for Proposals (will email 3 energy service providers this week, see handout)

### Projects Last 30 Days:

- Vigilante Parade support
- Spring Grounds:
  - Irrigation start-up
  - Clean-up (mowing, leaves, garbage, etc.)
- Routine work orders

### Staff:

- Advertising to hire summer temporary grounds crew
- One vacancy in full-time grounds position

### APR Work Orders

Completed: 397

## Custodial Update

### Custodial Projects:

- Prep for summer flooring projects
- District retirement ceremony prep
- Summer custodial training day (Jefferson Elementary School)

### Staff:

- Current # vacancies: 5 (4Gs, HMS, high school float, Smith, CHS)
- Future# vacancies: 5 (Central, Jim Darcy, Kessler, CRA, CHS)

## Safety and Security Update

- Inspections:
  - Dept of Labor
  - State Fire Marshal (valley schools only)
- Training Prep:
  - Boiler operator refresher courses
  - CPR classes
- Montana Geo-Hazards workshop

## ENERGY PERFORMANCE CONTRACTING RESOLUTION

At a regular meeting of the Helena Public Schools Board of Trustees held on May 13, 2025, the following resolution was introduced:

WHEREAS, the Helena Public Schools Board of Trustees has begun initial plans to make improvements to lighting, heating, ventilation, and air conditioning (HVAC), indoor air quality (IAQ), temperature controls, as well other facility improvements that renew critical infrastructure, improve the learning environment, and/or reduce utility, operations and/or maintenance expenditures; and

WHEREAS, funding for this project will come from a variety of sources which may include loans repaid with guaranteed cost savings from reductions in utility, operations, and/or maintenance expenditures per [MCA 20-9-471](#), capital reserves, and other funding sources including any available grants or incentives; and

WHEREAS, the Trustees have determined that proceeding with an energy performance contract to complete this project is in the best interest of the District; and

WHEREAS, the Trustees anticipate that using an energy performance contract will meet procurement requirements as described in [MCA 20-9-204\(6\)](#); and

WHEREAS, the Trustees anticipate the energy performance contracting project procurement and implementation will be consistent with [MCA 90-4-11](#) and a copy of the request for proposals for energy performance contracting services is attached hereto and incorporated herein as if set forth in full.

NOW, THEREFORE, BE IT RESOLVED, that the Helena Public Schools Board of Trustees moved to adopt this resolution declaring their intent to request proposals for energy performance contracting services and enter into an agreement with a qualified energy service provider for the project as noted above at the regular meeting of the Board of Trustees.

ATTEST:

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Janelle Mickelson  
Business Manager/Clerk  
Helena Public Schools

Siobhan Hathhorn  
Board Chair  
Helena Public Schools

**Todd J. Verrill**

Director of Facilities  
1201 Boulder Ave.  
Helena, MT 59601  
(406) 324-1734  
[tverrill@helenaschools.org](mailto:tverrill@helenaschools.org)

**Helena School District Board of Trustees**

1325 Poplar St.  
Helena, MT 59601-0939  
[boardoftrustees@helenaschools.org](mailto:boardoftrustees@helenaschools.org)

13 May 2025

**Dear Helena School District Board of Trustees,**

I respectfully request the board of trustees award the Helena Middle School Exterior Restoration project to Witham Companies, LLC (Witham). Work for this project includes:

- Patch and repair damaged wall surfaces
- Prepare existing wall surfaces and apply new paint
- Paint metal railings and exterior doors
- Replace two small roofs
- Repair and/or replace concrete foundation, stairs, and curbs

The facilities office received two sealed bids and conducted a public opening on 9 May 2025. Witham submitted the lowest bid with a proposal of \$348,207.00, (see attached memos and bid tabulation worksheets). This proposal is well within the architect's opinion of probable cost for the project. Witham is a small company out of Townsend, and I am confident they will complete the project in a timely and professional manner.

Sincerely,



Todd J. Verrill

**Attachments**

- 1: Memo dated 9 May 2025: Award Recommendation
- 2: Bid Tabulation Worksheet



May 9, 2025

Helena School District No. 1  
Helena Middle School Exterior Restoration – 25078.3  
1201 Boulder Avenue  
Helena, MT 59601

Subject: Helena Middle School Exterior Restoration Recommendation Letter

Dear Todd,

The Helena School District opened bids on Friday, May 9th, 2025, at 1:00 PM. Witham Companies emerged as the apparent low bidder with a bid of \$348,207. The project's estimated range of construction costs was between \$280,474 and \$547,790, including 10% contingency costs. Witham Companies is well within this estimated range of costs.

I contacted Austin Witham this afternoon to confirm their comfort with and commitment to the bid. Austin was comfortable with the project requirements and was excited to move forward. With this in mind, Slate Architecture recommends selecting Witham Companies as the contractor for this project.

Sincerely,

Slate Architecture™

A handwritten signature in blue ink, appearing to read "Jacob Augenstein", with a long horizontal flourish extending to the right.

Jacob Augenstein, AIA, NCARB, LEED AP<sup>BD+C</sup>  
Principal



Project No. : 24078.3

Project Name : Helena School District Helena Middle School Exterior Restoration

Date : May 9, 2025 @ 1:00 pm

### Bid Tabulation Sheet

Company Name	10% Bid Security	Ack. All Addendums	Base Bid
DICK ANDERSON CONST.	YES	YES	\$485,000.00
WITHAM COMPANIES	YES	YES	\$348,207.00