



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, May 12th, 2025

12:00 p.m.

Lincoln Campus & TEAMS

MINUTES

ATTENDEES

Trustees: Others:

Kay Satre, Trustee	Todd Verrill, Facilities Director
Rachel Robison, Trustee	Barb Ridgway, Chief of Staff
Jeff Hindoien, Trustee	Lona Carter, Student Health Services & Special Education Director
	Kaitlyn Hess, Data & Federal Programs Director
	Justine Alberts, Curriculum Director
	Jane Shawn, HEA President
	Gary Myers, Educational Technology Director
	Josh McKay, Assistant Superintendent
	Janelle Mickelson, Business Director
	Keri Mizell, Human Resources Director
	Hanna Warhank, Guest of the Public
	Robert Brewer, Facilities Manager

I. CALL TO ORDER & INTRODUCTIONS

Trustee Jeff Hindoien called the meeting to order at 12:02 p.m. Following the call to order, members of the Facilities & 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

The Facilities and Technology Committee reviewed and accepted the 4.14.25 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 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

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 May 2025

Current Projects

- HMS exterior painting bid results
- Performance contracting, energy audit:
 - Board resolution
 - Request for Proposals

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

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 Hindoién adjourned the meeting at 12:31 p.m.