



**Superintendent**

Rex Wertz  
324-2001

**Business Manager**

Janelle Mickelson  
324-2040

## **Board of Trustees Special Board Meeting**

Lincoln Center  
1325 Poplar St., Helena, MT 59601  
And on TEAMS

**Friday, October 24th, 2025**

12:00 p.m.

### **MINUTES**

**ATTENDANCE – Present unless otherwise noted.**

Jennifer McKee, Chair  
Jennifer Walsh, Vice Chair  
Kay Satre, Trustee  
Siobhan Hathhorn, Trustee  
Jenny Murnane Butcher,  
Trustee  
Linda Cleatus, Trustee  
Janet Armstrong, Trustee  
Rex Wertz, Superintendent  
Josh McKay, Assistant Superintendent  
Janelle Mickelson, Business Director  
Todd Verrill, Facilities Director  
Gary Myers, Director of Educational  
Technology  
Kaitlyn Hess, Data & Federal Programs  
Director  
Justine Alberts, Assistant Superintendent  
PreK-5  
Keri Mizell, Human Resources Director  
Taylor Lassiter, Communications Specialist  
Jane Shawn, HEA President  
Shane Swandal, Hulteng CCM, Inc.  
Erin Gallagher, Trustee Candidate  
Caitie Butler, Trustee Candidate  
Several Representatives of A&E + SMA  
Many guests of the public as well as Helena School District Staff

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Board Chair Jennifer McKee called the meeting to order at 12:01 p.m. and the Board participated in the Pledge of Allegiance.

**II. REVIEW AGENDA**

The Board of Trustees reviewed the agenda and there were no suggested changes.

**III. GENERAL PUBLIC COMMENT**

There was no general public comment and the Board of Trustees moved on to review the Item For Action.

**IV. NEW BUSINESS**

**A. Item For Action**

**1. Approve Committee Recommendation of A&E + SMA as Helena High School Architect**

Mr. Todd Verrill, Facilities Director, presented the action item, *Approve Committee Recommendation of A&E + SMA as Helena High School Architect* to the Board of Trustees. Facilities Director Todd Verrill recommended the Board of Trustees award the Helena High School addition and renovation project to A&E + SMA Design. Seven firms submitted qualifications, and a seven-member committee reviewed the submissions, shortlisting three for interviews. After interviews, A&E + SMA Design was selected based on their experience and proven track record with the district. Representatives from A&E + SMA were present and addressed questions from the Board of Trustees.

Board Chair Jennifer McKee commented, “At this point I would entertain a motion for the following action item, “*Approve Committee Recommendation of A&E + SMA as Helena High School Architect.*”

**Motion:** Trustee Siobhan Hathhorn moved to approve the action item *Approve Committee Recommendation of A&E + SMA as Helena High School Architect* as presented. Trustee Kay Satre seconded the motion.

**Public Comment:** None.

**Vote:** 7-0 motion carries unanimously.

**B. Item For Information**

**1. Interview of Candidates for Board of Trustees Vacancy**

The Board conducted interviews for the current Board of Trustees vacancy with two candidates, Ms. Erin Gallagher and Ms. Caitie Butler. During these interviews, the Board also responded to questions posed by the candidates. Applications for the vacant position will be accepted through October 31, 2025. Additional candidate interviews are scheduled for October 28 and November 7, 2025, with the Board’s final selection and appointment expected following the conclusion of the November 7 interviews.

**V. BOARD/SUPERINTENDENT COMMENTS**

Trustees thanked the candidates for their interest and discussed the time commitment, challenges, and rewards of Board service. They emphasized the importance of community engagement, and the value of diverse trustee backgrounds. Several trustees shared brief reflections on balancing service with family and work. Superintendent Wertz expressed appreciation to the candidates and clarified that his role in the appointment process is limited to answering questions and does not include participating in the final selection.

**VI. ADJOURNMENT**

Board Chair Jennifer McKee adjourned the meeting at 1:18 p.m.

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Candice Delvaux, Recording Secretary

Date