



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, November 10th, 2025– 10:00 a.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 10.13.25 FACILITIES & TECHNOLOGY COMMITTEE MEETING MINUTES

V. NEW BUSINESS

A. Technology Monthly Update

B. Facilities Monthly Update

VI. BOARD & SUPERINTENDENT COMMENTS

VII. ADJOURNMENT



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

Monday, October 13th, 2025

12:00 p.m.

Lincoln Campus & TEAMS

MINUTES

ATTENDEES

Trustees: Others:

Siobhan Hathhorn, Committee Chair
Janet Armstrong, Trustee

Todd Verrill, Facilities Director
Rex Wertz, Superintendent
Lona Carter, Student Health Services
& Special Education Director
Kaitlyn Hess, Data & Federal
Programs Director
Jane Shawn, HEA President
Gary Myers, Educational Technology Director
Josh McKay, Assistant Superintendent 6-12
Janelle Mickelson, Business Director
Keri Mizell, Human Resources Director
Taylor Lassiter, Communications Specialist
Candice Delvaux, Executive Assistant

I. CALL TO ORDER & INTRODUCTIONS

Trustee Siobhan Hathhorn called the meeting to order at 12:06 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 and Technology Committee reviewed and accepted the 9.9.25 Facilities and Technology Committee Meeting minutes.

V. NEW BUSINESS

A. Technology Monthly Update

Mr. Gary Myers, Educational Technology Director, provided the Technology Monthly Update to the Facilities & Technology Committee.

Technology Monthly Update

State Reporting:

- Count Day: October 6
- Teacher Class, Programs, Other

Applications:

- Restart issue
- Ticket statistics for September:
 - Tickets Created: 975
 - Tickets Solved: 952

Surplus Conclusion:

- Working with new E-waste contractor from Idaho
- HMS basement clearer than ever

Network and Systems:

- Phone system changes
- Central School power outage after action report
- Introducing New Network Engineer, Chris Grau

Device Purchasing:

- Chromebooks
- Staff Devices
- New Website RFP

Tech Levy Budget Impact:

- \$1.1 Million from 2004 Tech Levy
- \$2 Million from General Fund/Interlocal

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

October 2025

Projects Last 30 Days

- Rossiter toilet replacement (20 toilets total)
- Annual maintenance:
 - Air handler/exhaust fan routine maintenance (filter, lube, motor replacement, function checks, etc.)
 - Irrigation and fall cleanup
- Kinder Sprouts (playground fences and play sets)
- Vigilante Stadium lighting upgrades
- Fall sports support (soccer, football practice fields and Vig)
- Sierra Park grass installation (added 15,000 sf of sod)

Current Projects

- Byrant boiler flue repairs
- CRA parking adjustments
- HMS/Vigilante Stadium fencing upgrades
- HMS sidewalks

Staff

- Hired two new employees (plumber and grounds/maintenance)

SEP Work Orders

Completed: 379

Custodial Update

Custodial Projects

- Kinder Sprouts classroom setup
- Hawthorne reorganization
- After school event support (sports, homecoming, etc)
- HHS library podcast room carpet installation
- School cleaning protocol improvements

Staff

- Current # vacancies: 10

Safety and Security Update

- Fire marshal inspections
- Carbon monoxide alarm installation at all schools
- Plumbing replacement in conjunction with state DEQ (funding available for Warren and Rossiter)
- Fire safe curtains for Jefferson auditorium stage
- Training:
 - Montana Safe Schools Center Conference
 - Stop the bleed
 - DHS

Bond Update

Helena High School

- Architect RFQ
 - Submissions due today (13 OCT 2025) by 2:00pm
 - Submission review tomorrow
 - Interviews next Tuesday (21 OCT 2025)
 - Special Board Meeting to select architect (24 OCT 2025)
- ALTA survey
- Geotechnical investigation
- HAZMAT facility survey

Capital High School

- Architect RFQ currently advertised
 - Submissions due 27 OCT 2025
- ALTA survey

- Geotechnical investigation
- HAZMAT facility survey

Kessler Elementary School

- ALTA survey
- Geotechnical investigation
- HAZMAT facility survey

Other

- Met with city to establish baseline working relationships for the duration of the projects
- Coordinating with Secure Environment Consultants for school design assistance

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

VI. BOARD/SUPERINTENDENT COMMENTS

There were no further comments.

VII. ADJOURNMENT

Trustee Siobhan Hathhorn adjourned the meeting at 1:02 p.m.

Technology Update

November 2025

Technology All-Staff Round Table:

- Tina Johnson, Secretary
- Chris Grau, Network Engineer
- Randy Parmer, Senior Systems Administrator
- Shane Snyder, Senior Infrastructure and IT Manager
- Jim Daanen, Safety and Security Developer
- Maya Elliot, State Reporting Officer
- Brett Hicks, Applications Support Developer/Designer
- Kelly Stoner, Student Information System Manager and Technology Support TOSA
- Tyler Geisregen, Help Desk Technician
- Shane McTaggart, Applications Help Desk Technician
- Emmet Pierson, Help Desk Technician
- Uriah Yager, Help Desk Technician

Questions?

Facilities and Maintenance Update
November 2025

Projects Last 30 Days:

- Bryant boiler flue repairs
- CRA parking adjustments...pending with the city of Helena
- HMS/Vigilante Stadium fencing upgrades
- HMS sidewalk repairs
- Sprinkler blow-outs (takes an entire month to complete this task)

Current Projects

- School interior painting (touch-up the three new elementary schools)
- Snow equipment prep
- Smith Elementary:
 - Boiler project is ongoing
 - Solar design
- Initial coordination with Carroll College for 2026 graduation
- Ameresco performance contracting ongoing
- Central Elementary site improvements at city for approval

Staff:

- 100% staffed on the maintenance side

October Work Orders

Completed: 536

Custodial Update

Custodial Projects:

- Installed carpet in the HHS podcast room
- Special Olympics basketball setup and custodial support
 - CHS, HHS
 - CRA, HMS
 - 4Gs, Bryant, Central, JD
- Steady-state operations

Staff:

- Current # vacancies: 7 (Kessler, Jim Darcy, CRA, HMS, HHS, CHS x 2)
- Hired 3 new

Safety and Security Update

- Fire marshal inspections completed and working on corrective action
- Special Olympics basketball tournament coordination
- Coordinating with MT DES for seismic assessments
 - District submitted a FEMA Hazard Mitigation Assistance application in April

Bond Update

Helena High School

- SMA+A&E conducting stakeholder engagements (12+ in the last week)
- ALTA survey ongoing
- HAZMAT facility survey pending
- GCCM RFQ/RFP currently advertised in the paper

Capital High School

- Architect selected and approved
- ALTA survey ongoing
- HAZMAT facility survey pending

Kessler Elementary School

- ALTA survey ongoing
- HAZMAT facility survey pending