



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

Monday, December 8th, 2025– 12:00 p.m.

Lincoln Conference Room and Microsoft Teams

Members of the public are able to attend remotely by clicking here:

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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 11.10.25 FACILITIES & TECHNOLOGY COMMITTEE MEETING MINUTES

V. NEW BUSINESS

- A. Technology Monthly Update
- B. Facilities Monthly Update

VI. BOARD & SUPERINTENDENT COMMENTS

VII. ADJOURNMENT



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

Monday, November 10th, 2025

10:00 a.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
Justine Alberts, Assistant Superintendent
PreK-5
Keri Mizell, Human Resources Director
Taylor Lassiter, Communications Specialist
Candice Delvaux, Executive Assistant
Several Members of the Technology
Department Staff

I. CALL TO ORDER & INTRODUCTIONS

Trustee Siobhan Hathhorn called the meeting to order at 10:01 a.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 10.13.25 Facilities and Technology Committee Meeting minutes.

V. NEW BUSINESS

A. Technology Monthly Update

Mr. Gary Myers, Director of Educational Technology, introduced his department team to the Facilities and Technology Committee. Each staff member provided a brief introduction and shared an overview of their role and responsibilities within the district. The team highlighted the collaborative efforts that support classroom technology integration, network infrastructure, instructional software, and digital learning initiatives across Helena Public Schools. Mr. Myers expressed appreciation for his team's expertise and commitment to ensuring that technology continues to enhance teaching, learning, and operational efficiency throughout the district.

B. Facilities Monthly Update

Mr. Todd Verrill, Facilities Director, gave a monthly facilities update to the Facilities and Technology Committee.

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

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

VI. BOARD/SUPERINTENDENT COMMENTS

Superintendent Weltz shared that, in response to ongoing community questions about the May Butler and Hawthorne facilities, the district will issue RFPs, pending Board approval, to gather public input and proposals for potential long-term leases or possible purchase of the buildings. This process is intended to formally assess community interest and ensure the facilities remain active rather than vacant. Issuing RFPs does not commit the district to any action; all decisions will remain at the Board's discretion. The anticipated timeline runs from mid-November through early February, when the Board may review and consider submissions. The RFP process has been developed in consultation with legal counsel and district staff. Committee members expressed appreciation for the proactive communication and the effort to keep these buildings viable assets for their neighborhoods.

VII. ADJOURNMENT

Trustee Siobhan Hathhorn adjourned the meeting at 10:44 a.m.

Technology Update

December 2025

State Reporting:

- Accreditation (Due in February)
- Behavior Incidents

Applications:

- ChatGPT Filtering
- Student Password Update
- Ticket statistics for October:
 - Tickets Created: 538
 - Tickets Solved: 588
- Ticket statistics for November:
 - Tickets Created: 447
 - Tickets Solved: 418

Safety and Security:

- Camera Server update...go live over winter break
- Training for admins to follow
- After Action Incident Reports: Bryant and Central

Network and Systems:

- Firewall Updates
- CISCO Licensing
- E-Rate Cycle Plans

Technology and the Bond Process:

- Staff collecting data, participating in building-level meetings
- Historical Involvement
- Lessons from the last round of construction

Questions?

Facilities and Maintenance Update
December 2025

Projects Last 30 Days:

- Kessler sewer drainage pipe repair....very old steel pipe
- Central boiler exhaust extension
- HHS plumbing repairs...multiple leaks in the steam tunnels
- Bryant installed new mural in the hub
- Vig stadium close-up
- Routine air handler maintenance

Current Projects

- School interior painting (touch-up the three new elementary schools)
- Smith Elementary:
 - Boiler project is ongoing
 - Solar design complete. Working with SMA for bidding documents
- Ameresco performance contracting ongoing
- Central Elementary site improvements at city for approval
- Working with HFD on fire alarm system at HMS
- Prep for winter sports (wrestling, basketball, bleacher maintenance and repair)

Staff:

- 100% staffed on the maintenance side

November Work Orders

Completed: 346

Custodial Update

Custodial Projects:

- After school activities support
- Steady-state operations

Staff:

- Current # vacancies: 6
- Hired 3 new

Safety and Security Update

- Fire marshal re-inspections
- MT DOL inspections
- SACC safety plan and training

Bond Update

Helena High School

- Precedent trip to E. Washington last week
- SMA+A&E working on the campus masterplan program elements
 - HHS, PAL, kitchen, athletics, facilities office, etc.
- ALTA survey complete
- GCCM RFQ/RFP submissions due today NLT 2:00 PM
 - Review tomorrow
 - Interviews next week

Capital High School

- Architect selected and approved
 - Held first Design Advisory Group (DAG) last week at CHS library
- ALTA survey complete
- GCCM RFQ/RFP will advertise this Saturday (3 weeks total)

Kessler Elementary School

- Architect selected and approved
- ALTA survey complete