



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, December 8th, 2025
12:00 p.m.
Lincoln Campus & TEAMS

MINUTES

ATTENDEES

Trustees: Others:

Siobhan Hathhorn, Committee Chair	Todd Verrill, Facilities Director
Janet Armstrong, Trustee	Rex Weltz, Superintendent
Keith Meyer, Trustee	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
	Candice Delvaux, Executive Assistant
	Janelle Mickelson, Business Director
	Sam Holman, Business Director
	Taylor Lassiter, Communications Specialist

I. CALL TO ORDER & INTRODUCTIONS

Trustee Siobhan Hathhorn called the meeting to order at 12:02 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 11.10.25 Facilities and Technology Committee Meeting minutes.

V. NEW BUSINESS

A. Technology Monthly Update

Mr. Gary Myers, Director of Educational Technology, presented a monthly facilities update to the Facilities and Technology Committee.

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

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

B. Facilities Monthly Update

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

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
 - Assistant Superintendent Josh McKay provided an update on the trip and the schools that were visited
- 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

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

VI. BOARD/SUPERINTENDENT COMMENTS

Superintendent Weltz provided an update on facilities planning, noting that the architectural firms have visited schools and met with staff to identify successes and areas for improvement. He emphasized consistent terminology, reporting, and communication to the Board and community, and expressed confidence in the collaborative approach of the three firms, with projects being carried out as a unified effort for the district and community.

Trustee Janet Armstrong expressed appreciation for SMA's attendance at the PAL Thanksgiving Celebration.

VII. ADJOURNMENT

Trustee Siobhan Hathhorn adjourned the meeting at 1:03 p.m.