



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, February 9, 2026

12:00 p.m.

Lincoln Campus & Teams

MINUTES

ATTENDEES

Trustees: Others:

Siobhan Hathhorn, Committee Chair
Janet Armstrong, Trustee
Keith Meyer, Trustee

Todd Verrill, Facilities Director
Jane Shawn, HEA President
Lona Carter, Student Health Services
& Special Education Director
Kaitlyn Hess, Data & Federal
Programs Director
Gary Myers, Director of Educational
Technology
Justine Alberts, Assistant Superintendent,
PreK-5
Sam Holman, Business Director
Candice Delvaux, Executive Assistant
Taylor Lassiter, Communications Specialist
Several Representatives from Ameresco
Guest of the Public

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 January 12, 2026, Facilities and Technology Committee Meeting minutes.

V. NEW BUSINESS

A. Facilities Monthly Update

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

Facilities and Maintenance Update - February 2026

Projects Last 30 Days:

- Ameresco performance contracting ongoing (*Ameresco was available to address any questions during the meeting*).
- Support for winter sports and winter performances
- Wind damage insurance claim
- Early grounds work (landscaping and tree trimming)
- Air handlers: filters and motor maintenance

Current Projects

- Facilities warehouse lease (see attached memo)
- Central and JD interior painting 30% complete
- Smith Elementary:
- HVAC project ongoing
- Solar project out to bid soon
- Central Elementary site improvement project out to bid soon
- Preparing roof projects for HMS and Jefferson

Staff:

- One grounds employee returning to Rossiter as the daytime custodian.... Thank you, Mr. Poppe!

January Work Orders

Completed: 299

Custodial Update

Custodial Projects:

- After school activities support
- Working with Staples on reducing supply costs
- Preparing summer floor replacement plan

Staff:

- Current # vacancies: 6
- Awaiting background checks on 2

Safety and Security Update

- Met with district safety committee and Rossiter teachers regarding environmental testing at school
- Mr. Higgins will attend the Montana Safety Fest in April, hosted by Montana DOLI
- Coordinating CPR refresher training for district nurses and other employees

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

B. Technology Monthly Update

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

Technology Update - February 2026

State Reporting:

- Finishing Teacher-Class and Accreditation
- Building new report cards, transcripts, and other reports

Applications:

- Canva Integration
 - Added SSO for Students
- NAEP Setup and Support
- Ticket statistics for January:
 - Tickets Created: 665
 - Tickets Solved: 925
 - One touch: 54.7%
 - 100% satisfaction
 - Chromebook backlog
- Ongoing assessment support

Safety and Security:

- HHS Gym Audio (With facilities)
- Kinder Sprouts Door Fob progress: All complete

Network and Systems:

- Network Engineer position interviews

Copier Center Improvements:

- Ordering
- Costs

Mr. Myers addressed all questions posed 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 1:00 p.m.