



*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, March 9, 2026– 12:00 p.m.

Lincoln Conference Room and Microsoft Teams

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

[Join the meeting now](#)

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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 2.9.26 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, February 9, 2026

12:00 p.m.

Lincoln Campus & Teams

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**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.

# Technology Update

## March 2026

### **State Reporting:**

- Early checks for Behavior Reporting
- High School and Middle School scheduling support

### **Applications:**

- Continuing NAEP Setup and Support
- Ticket statistics for January:
  - Tickets Created: 393
  - Tickets Solved: 357
  - One touch: 55.7%
  - Reopened 1.7%
  - 100% satisfaction
- Ongoing assessment support (including ACT)

### **Safety and Security:**

- Spring Break Testing

### **Network and Systems:**

- Installation of 4G's Interactive Displays
- Deployment of iPads and Chromebooks to support HEF lego robotics
- E-Rate Update:
  - 5 year budget
  - New Wireless Controller
  - HS Buildings

Questions?

## Facilities and Maintenance Update

March 2026

### Projects Last 30 Days:

- Smith Elementary gym HVAC unit installed and operating
- Central Elementary site improvement project awarded: Helena Sand & Gravel for \$71,000
  - 11% less than engineer's estimate!
- Moving maintenance and custodial equipment and supplies to new warehouse
- Sierra Park improvements to parking area
- Received notification from Queen City Football Club they will cease operations and vacate 7<sup>th</sup> Ave Gym by 31 MAR 2026
- Ameresco performance contracting ongoing

### Current Projects

- HMS and Jefferson roof projects bid opening 5 MAR 2026. Will have an award recommendation at tomorrow's board meeting
- Central and JD interior painting 50% complete
- Smith Elementary:
  - HVAC project on-going
  - Solar project in design
- Facilities warehouse removal RFP currently advertised. Proposals due 16 MAR 2026

### Staff:

- Hired two new grounds employees

### February Work Orders

Completed: 416

## Custodial Update

### Custodial Projects:

- Working to reduce custodial supply costs (paper towels, TP, hand soap, cleaners)
  - Elementary supplies: \$13,000/month
  - High school supplies: \$6,000/month
  - Replacing/retrofitting paper towel dispensers to accommodate less expensive rolls
- Meeting with Finstad's to plan summer flooring projects

### Staff:

- Current # vacancies: 8
- Hired 2 new employees (start 9 MAR 2026), Central evening and CHS float
- Awaiting background checks on 3

**Safety and Security Update**

- Coordinated environmental testing at Rossiter (radon results are available)
- Coordinated HAZMAT surveys at Kessler and CHS
- Completed all fire inspections
- Refining FEMA/DES seismic assessment grant
- Working with Capital City Volleyball and Diamond Construction to install new volleyball floor standards at CRA and Rossiter
- Working on HMS fire alarm system upgrade
- Property insurance inspections on-going