



*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 Campus & Teams

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**MINUTES**

**ATTENDEES**

*Trustees: Others:*

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

Todd Verrill, Facilities Director  
Sam Holman, Business Director  
Taylor Lassiter, Communications Specialist  
Rex Weltz, Superintendent  
Kaitlyn Hess, Data & Federal Programs Director  
Gary Myers, Director of Educational Technology  
Keri Mizell, Human Resources Director  
Josh McKay, Assistant Superintendent  
Candice Delvaux, Executive Assistant

**I. CALL TO ORDER & INTRODUCTIONS**

Trustee Siobhan Hathhorn called the meeting to order at 12:03 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 February 9, 2026, Facilities and Technology Committee Meeting minutes.

### V. NEW BUSINESS

#### A. Technology Monthly Update

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

#### 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 February:
  - 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

Mr. Myers addressed all questions posed 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 - 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 the parking area
- Received notification from Queen City Football Club they will cease operations and vacate 7th 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 ongoing
  - 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 number of 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

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

## **VI. BOARD/SUPERINTENDENT COMMENTS**

Superintendent Wertz provided brief updates on district property matters, including the Hawthorne RFP process, potential use of 7th Avenue and May Butler properties, and reported that district trees remain in good condition following recent wind events, with hazardous trees already removed.

## **VII. ADJOURNMENT**

Trustee Siobhan Hathhorn adjourned the meeting at 12:48 p.m.