



*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, April 13, 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  
Kaitlyn Hess, Data & Federal Programs Director  
Gary Myers, Director of Educational Technology  
Keri Mizell, Human Resources Director  
Candice Delvaux, Executive Assistant  
Justine Alberts, Assistant Superintendent  
Lona Carter, Student Health Services & Special Education Director  
Jane Shawn, HEA President  
Guest of the Public

**I. CALL TO ORDER & INTRODUCTIONS**

Trustee Siobhan Hathhorn called the meeting to order at 12:00 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 March 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 – April 2026

##### State Reporting:

- CTE Reporting Changes
- Ongoing Issues with Accreditation

##### Applications:

- ACT Administration went well
- Ticket statistics for March:
  - Tickets created: 349
  - Tickets solved: 347
  - Reopened 2.6%
  - 100% satisfaction
- Assessment support for MAST and AP testing

##### Safety and Security:

- Spring Break Testing Results

##### Network and Systems:

- MS Lab updates (high-use labs)

##### Project Updates:

- Print Center Evolution
- New Website

##### Levy Information Sharing

##### Resolution to Dispose of Obsolete Technology Equipment

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 - April 2026

#### Projects Last 30 Days:

- Awarded facilities warehouse removal to R&R Heavy Haul (no cost to the district)
  - Relocated two storage sheds to leased property
  - Removing old warehouses this month
- Completed move to new warehouse
- Cleared Queen City Football Club from 7th Ave Gym
- Ameresco contract signed
- Vigilante Stadium set up for spring sports
- Septic and sump pump maintenance
- HHS upper gym sprinkler head mishap
- CHS electrical fire remediation and testing

#### Current Projects

- CHS electrical fire insurance claim
  - Replace damaged equipment in mechanical room
- Central and JD interior painting 75% complete
- Smith Elementary solar project out to bid this week

#### Staff:

- One grounds employee is leaving the district at the end of the month

#### March Work Orders

Completed: 603

### Custodial Update

#### Custodial Projects:

- Smith Elementary new LVP flooring installed at main entrance, administrative offices, and teacher lounge
- Replaced 302 paper towel dispensers across the elementary district
- Coordinating summer flooring projects
  - Gym floors
  - HMS auditorium asbestos tile removal
- Continuing to research cost savings on custodial supplies

Staff:

- Current # vacancies: 8
- Awaiting background checks on 3

Safety and Security Update

- Coordinated environmental testing following CHS fire (all clear)
- Property insurance inspections complete
- Coordinating staff CPR training and recertification

Resolution for the Disposal of Obsolete Facilities Vehicles

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

**VI. BOARD/SUPERINTENDENT COMMENTS**

There were no further comments.

**VII. ADJOURNMENT**

Trustee Siobhan Hathhorn adjourned the meeting at 12:42 p.m.