



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, May 11, 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](#)

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 4.13.26 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, April 13, 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
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.

Technology Update

May 2026

State Reporting:

- Wok-based learning update
- Farewell to Kelly Stoner and Maya Elliot
- Welcome to Sherri Colberg
- State Reporter Position Currently Posted

Applications:

- AP Administration went well
- Ticket statistics for April:
 - Tickets Created: 419
 - Tickets Solved: 725
 - 51.4% One Touch
 - Reopened 0.8%
 - 100% satisfaction
- Chromebook Order Issues

Safety and Security:

- FOB Audit

Network and Systems:

- Interviews next week
- Wireless Controller Replacement

Project Updates:

- Print Center Storefront Setup
- New Website Contract Signed
- Surplus Update
- Re-organization at HMS
- Ongoing bond work

Levy Results Discussion and Budgeting

Questions?

Facilities and Maintenance Update

May 2026

Projects Last 30 Days:

- Vigilante Parade support
- Facilities warehouse removal (in progress)
- CHS electrical fire insurance claim (see below)
- Central and JD interior painting 80% complete
- Smith Elementary solar project pre-bid walkthrough
 - Bid opening 19 MAY 2026

Current Projects

- HMS exterior restoration (Phase II) planning
 - Replace entrance doors at auditorium and gymnasium
 - Replace historic stained glass in the auditorium
- CHS well pump and water line repairs (irrigation supply for NW Park)
- May Butler boiler repair/replacement (TBD)
- Grounds/athletic fields spring maintenance
- CHS and HHS pre-construction/abatement preparation

Staff:

- Current # vacancies: 1 (grounds)

April Work Orders

Completed: 386

Custodial Update

Custodial Projects:

- Transition to new supply vendors: Hillyard
- Gym floor maintenance prep at 13 schools (Hillyard and All-Corners Cleaning)
- Coordinating summer construction projects and school cleaning
- District event support
 - Retirement ceremony
 - Testing set up
 - Prom
 - State music festival

Staff:

- Current # vacancies: 9
- One new employee scheduled to start 18 MAY
- 1200 hours of overtime since DEC 2025

Safety and Security Update

- Rossiter testing is complete. We tested for Radon, PCBs, Lead, Asbestos, Air samples, and Outside Soil Samples.
 - Results pending
- CHS smoke damage claim is complete
 - Total cost of claim was \$80,628.03
- Attended the 3-day Montana Safety Fest and am now Osha Industry Certified
- Took Crowd Management Training and have been Certified
- Attended the 1-day Safer School Summit training