



## Finance & Operations Committee

March 17, 2022

# MINUTES

**Meeting called to order by Committee Chair:** Kehoe 5:07 p.m.

**Board of Education members present:** Kehoe, Brooks (Christenson-absent)

**District staff present:** Merritt, Piesz, Kling, Gruszczynski, Jory

**Citizen Representatives present:** Roderique **Other Citizen(s):** none

**Present:** Derek Dinkeloo, Keri Seeney, and Jen Maino from TMP Associates

Todd Fleming, Kyle Fellenbaum, Rachel Davis, and Melissa Mascarello from ABM;

Scott Wallace and Tony Vinson from Durham

**Public Comments** - none.

**Approval of Prior Meeting Minutes** – March 3, 2022 - approved.

### **BP #EL-2 Furniture Purchase- Part 2 (Learning Commons/Office) –**

We have received final quotations for the EL-2 Part Two furniture, which includes the Learning Commons, Miller Main Office, and Iterant spaces. The committee looked at a presentation at the last F&O meeting and saw the pieces available to the BP #EL-2 schools. Keri Seeney and Jen Maino from TMP are here to present the actual quotations. Member Kehoe feels that this item can be presented for a first and final reading on Tuesday evening, in order to expedite the order of materials.

### **2nd Quarter KPI Report – Custodial**

Todd Fleming from ABM is here to present the 2021-2022 2<sup>nd</sup> Quarter KPI Report. The second quarter covers December 1, 2021 through February 28<sup>th</sup>, 2022. This report includes data about inspections, average quality score by month, average scores per building, and number of inspections per building. The goal is to have at least 8 inspections performed per building per quarter. The presentation shows the top 10 deficiencies identified in the building inspections, as well as how many inspections were performed in those areas. Rich Welch also presents data found on the internal Google Doc that staff use to report missed tasks. Spring Break is approaching, and while the students are out, they will have a chance to deep clean flooring, which is really needed after the snow, slush, and salt season. They are focusing on making sure that all of the inspections are

entered into their system, because some building show a low number of inspections. The inspections had been performed, but the staff member failed to enter the data. They are reinforcing the importance of this with building staff. They intend to ramp up the number of inspections going forward.

Mr. Kehoe is interested in finding out how many teachers are cleaning in each building, and how many ABM staff are working in each building. Member Brooks suggests that there be a checklist on each classroom door to tell the cleaner how many garbage receptacles are in each room, special tasks, etc.

As of this Monday the daily spraying of the classrooms with the 360 machines will cease due to the low risk assessment for P-CCS. A notification to all families is in process to report the updated cleaning protocols. This will free up resources to be able to get more accomplished.

The next section of the presentation shows staffing numbers. At the end of February they had 87 FTE. As of today there is a headcount of 93. Melissa Mascarello indicates that there are four new people starting next week.

Todd Fleming presents a video that explains their new Oracle Recruiting Cloud Process, which began March 1<sup>st</sup>. This system has streamlined their recruiting, hiring, and onboarding processes. Rachel Davis from the ABM HR Department is in attendance, and she reports that they are getting increased responses now that they are communicating via cellphones and computers as opposed to calling candidates and playing phone tag. Ms. Davis tells the committee that they have performed a market survey and wage analysis to determine if ABM in P-CCS is competitive. They are offering a referral bonus of \$500 and a signing bonus of \$1000. These bonuses are paid incrementally. During spring break they are having a Staff Appreciation Week, during which each employee will get a handwritten thank you card, a new lanyard for their employee ID, and a meal.

Also included was a staff survey that asked what staff liked best about working for ABM, what makes them stay, what would make them consider leaving, and what improvements they would like to see. Mr. Kehoe suggests implementing this staff survey periodically going forward.

**2nd Quarter KPI Report – Transportation** – Scott Wallace presents the Transportation 2<sup>nd</sup> Quarter KPI Report, which includes data regarding staffing, costs per mile, cost per rider per day, cost per bus per day, number of daily runs per bus per day, average student ride time, and on time performance percentages. The remainder of the report covers data regarding accidents, maintenance and work orders, a count of routes by type, and an explanation of their cleaning and disease prevention procedures.

Mr. Vinson reports Durham recruiting, retention, and staffing features such as incentives, bonuses, and increased recruitment methods. The drivers and monitors have been receiving attendance bonuses since October, and that has proved to be a very successful program. They also offer signing bonuses depending on the qualifications and certification level of the applicant. Monitors are receiving signing bonuses as well. Durham has a new "Ambassador Program" that targets businesses and organizations that may be able to provide candidates, such as churches, etc. They are advertising on social media, have begun working with Michigan Works! to advertise Durham to job seekers, and implement a direct mail-out to Plymouth-Canton residents, especially retirees. They have made an effort to attend local job fairs. As of today they have 90 drivers on staff and 12 drivers in the hiring pipeline, with a goal of having 122 drivers, which includes 10% for substitutes. There is a bottleneck with drivers getting through the Secretary of State requirements. Current starting salary is \$20 per hour. Neighboring districts are also down staff about 20%, even if they pay higher.

**Financial Statements Ending February 28, 2022** - Mr. Kling presents the financial reports as of February 28, 2022. The overall revenue received as of February 28<sup>th</sup> is 56.4% of the total budget, which is consistent with the three year historical average. Local sources are trending slightly faster due to the timing in collection of property taxes. We have received our fifth installment of 11 in state aid payments. For Intra-District sources in February, we received unanticipated, one-time payments based on the reconciliation of 2019-2020 Act 18 payments through Wayne County RESA. This will result in budget amendment at the end of the fiscal year, causing a positive variance.

The overall expenditures through February are 62.4% of budgeted amounts, which is fairly consistent with the three-year historical average for this point in the fiscal year. Mr. Kling explains the variances in Instruction and Pupil Support, Instructional Support, Transportation, School Activities, Facility Improvements, Salaries and Benefits, and Purchased Services.

Overall, the net change in fund balance is tracking slightly higher than expected. In addition, the net fund balance was adjusted for the annual audited fund equity during the first amendment process.

**2022-2023 Budget Survey Results BOE Presentation – Discussion**- Member Kehoe has reviewed the presentation and the edits made since the last F&O meeting. We have also added a slide to clarify the budget calendar. He will be presenting this at the Board of Education meeting of March 22, 2022.

Adjourned: **7:21 p.m.**