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Finance & Operations Committee

June 23, 2022

MINUTES

Meeting called to order by Committee Chair: Brooks 5:06 p.m.

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

District staff present: Piesz, Kling, Gruszczynski, Welch, Salzer, Jory

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

Also in attendance: Kyle Fellenbaum, Dena Davis, and Todd Fleming from ABM;
Tony Vinson from Durham; Bill Keith, WSDP Radio Station Manager

Public Comments - none.

Approval of Prior Meeting Minutes – June 9, 2022 - approved.

Key Performance Indicator Reports

Custodial – Mr. Fellenbaum begins the KPI PowerPoint presentation. We look at the 3rd quarter score summary, average inspection scores, and inspection data. The district average inspection score for the 3rd quarter is 89.03%. They have performed 1,225 inspections this quarter. The scores have improved slightly since the last quarter. The target was 10 inspections per building, and they did reach that goal. We take a look at the inspection scores per area, such as higher traffic areas tend to have lower scores, and less used spaces have higher scores. The third quarter includes February and March, which are snowy months where floors have salt, etc. They have a slide to show the top ten areas of deficiency, and five of those involve floors. They use this as training items to teach their staff which areas to focus on.

Mr. Welsh shares the data that has been collected on the district Google Doc, which shows that there are less missed tasks, and there have been less entries this quarter. This may be attributed to growing staffing levels and more inspections.

Regarding staffing, ABM currently has 90.5 FTE (95 head count). This includes 71 regular full time, 9 regular part time, and 15 COVID full time cleaners. Effective July 1 the COVID cleaners will be classified as full time custodians, and will work districtwide during the summer cleaning process. Employee evaluations are in progress and this will help to ensure quality going forward. Even though they have

reached higher staffing levels, they will continue to hire continuously going forward to account for turnover, absences, etc.

Mr. Welch shares that at this point all buildings have now switched over to the more durable Johnson Wax floor products. Use of these products have resulted in easier cleaning and finishes lasting longer.

Transportation – The Transportation KPI report shows the third quarter numbers for overall staffing, number of routes, office staff, and mechanics. Other slides show the third quarter cost per mile, cost per rider per day, bus usage, student daily ride time is 16 minutes 30 seconds in the third quarter, which results in an 88.8% on time performance score. The last slides show the miles traveled this quarter, the number of accidents, and the number of miles between accidents. They will end this school year with a total of 15 accidents, 12 preventable, and 3 non-preventable. The presentation ends with the data on work orders and repair costs.

They currently have 90 drivers, and there are currently 17 drivers in the hiring process (5 are in the process of their behind-the-wheel training, 7 are in the testing/ screening/background check phase, and 5 are currently in the interview/application phase.) They are still offering incentives to both drivers and other employees. They will continue to attend job fairs, mail-out advertising, and displaying “Now Hiring” banners at buses parked at various schools. Mr. Vinson shares that they are putting an emphasis on employee retention, and as such they had an end of the year food truck visit for transportation staff, and they are in the process of planning a family picnic for all employees and their families in July.

Financial Statements as of May 31, 2022 –

Mr. Kling presents the district financial statements through May 31, 2022. The highlights from the revenue variances are that the revenue is trending faster from local sources, federal sources, and interdistrict sources due primarily to the timing of property tax payments received, and a one-time payments from RESA from 2019-20. Expenditures are trending slightly ahead of the three-year average due to vacancies, lower supply purchases, and lower contracted service costs. The dip in expenditures is causing the three-year average to drop lower, which is resulting in variances. There is a large variance for pupil support due to paying teachers to cover for the paraprofessional vacancies. School activities is trending higher, due to increased transportation expenses that resulted from pushing back the start and end times. Athletics and school activities are forced to use contracted transportation services. Finally, purchased services are trending slower due to the timing of the receipt of the Durham invoices.

2021-2022 Final Budget Amendment – Ms. Piesz shows the committee a short presentation that summarizes the 2021-2022 Final Budget Amendment. We take a look at a summary of the general fund, the fund balance, and the ending balances of all of the other various funds. Ms. Piesz goes through each of the other accounts and tells the committee what they contain and what will be the plan for that fund in the future. She points out the fact that the 2020 Bond Funds show an unrealized loss, and explains that this is due to the loss in market value of the investments. GASB regulations require that we list that information, but these losses will not be realized over the course of the bond because the intent is to hold the investments to maturity. The board packet for the June 23rd meeting will contain this presentation and the subsequent 2021-2022 Final Budget Amendment Book.

2022-2023 Proposed Budget adoption – Ms. Piesz shares that we have included the 2022-2023 Budget Book in the packet, and asks if anyone has further questions prior to the budget adoption on Tuesday evening.

Radio Station Equipment RFP Award – Mr. Keith explains to the committee that we are now in the process of replacing the automation system at the WSDP radio station. They will be awarding the work to ENCO, Inc. of Novi, MI., who turned in the lowest bid. Students were included when the company was demonstrating the new systems. Mr. Keith shares that it has been a good experience for the students and it will be a good thing to update the aging equipment at WSDP. The cost of the upgrade is approximately \$41,000, and they have the funds available due to successful fundraising events. The students who go into the broadcasting field and students who take the related classes will have the opportunity to work with “real world” radio station equipment.

Discovery MS Emergency Chiller Replacement – Mr. Gruszczynski shares an overview of the issues we have recently had with the chillers at Discovery MS. At the last meeting he gave an update to let the committee know that the 23 year old chillers had failed. We worked with three vendors, Carrier, Trane, and JCI. The lead time on ordering these units are about 36-38 weeks. In the meantime we used the parts we already had to keep one chiller running, and we are renting the second chiller for the next five months. In order to replace these two chillers moving forward, we have received proposals from the three companies, and the lowest bidder is Carrier. We are recommending the purchase of two new chillers from Carrier, Inc., at a cost of \$401,500 (plus a \$25,000 contingency allowance). We are recommending that this be a first and final reading on Tuesday night, in order to lock in the lower price, and get the equipment in production as soon as possible.

Bid Package #EL-2 Electronic Building Sign Purchase – Daktronics was the vendor used for the Bid Package EL-1 electronic building signs, and will continue to replace building electronic signs as the bond work goes on. Due to extended lead time in ordering these signs, we are coming now for approval to purchase these signs at a time where we can lock in the current price. When we receive the equipment we will then begin the process of soliciting bids on the installation, most likely in the spring of 2023. Additionally, Mr. Gruszczynski is in the process of preparing for the electronic building sign order for the P-CEP campus.

Districtwide Waste Disposal/Cardboard Recycling RFP Award – Mr. Gruszczynski recently went out for bid for the trash pick-up and cardboard recycling districtwide. We were lucky to get proposals from three large, well-established companies. Our current vendor is Waste Management, but they were not the low bidder. The company that is being recommended is Republic Services. Post bid interviews and reference checks showed that Republic is a highly recommended firm. They will also provide brand new dumpsters at all locations, which will fit into the latest Storm Water Management guidelines.

Discussion on process for citizens to join the Committee - Recently there was a new board subcommittee added, The Student Voice and Action Committee. It has been suggested that while that committee is in the process of interviewing citizens that have a desire to participate, the other Board subcommittees review their committee and determine the need for citizens to apply. On the Finance Committee we will reach out to Sheila Paton and Peter Roderique to ask if they are interested in continuing on the committee. David Quinn has notified Mr. Kehoe that he is unable to continue.

Additional Topics

- Supt. Merritt mentions that we will be looking into renewing out SRO agreement with the Township. We will have this item on the next agenda. The township is proposing that the district pay 50% of the SRO costs, as opposed to the 1/3 that the district paid in the past.
- Next F&O Meeting will be held on August 4, 2022 at 5:00 p.m. We will have the DRAFT 2022-2023 Finance & Operations Committee meeting calendar at the next meeting. The CORE Team will be setting the proposed Board of Education Meeting calendar during the month of July.

Adjourned: **6:28 p.m.**