



Finance & Operations Committee

June 22, 2023

MINUTES

Meeting called to order by: Member Kehoe 5:01 p.m.

Board of Ed members present: Kehoe, Picard (Christenson absent)

District staff: Merritt, Piesz, Emmadi, Gruszczynski, Welch, Roe, Jory

Presenters: ABM/ T. Fleming, M. Mascarello, D. Davis, C. Neff, K. White, M. McDonnell; Durham/A. Reynolds; MCS/W. McCarthy, B. Gesaman; TMP/D.

Dinkeloo **Citizen Reps:** Roderique **Others present:** John Johnston

Public Comments

John Johnston comments to thank the committee for all the work done this year, and for what he has learned from attending the meetings.

Approval of Prior Meeting Minutes – June 8, 2023 - approved.

2020 Bond Update:

Mr. Gesaman and Mr. Dinkeloo present an update on all completed or substantially complete projects (EL-1, EL-2, and HS-1), projects that are currently underway (HS-2, EL-3, MS-1, and HS-3), and upcoming projects HS-2A, HS-4, P-CEP 1, MS-2, and EL-4). Mr. Gesaman shows drawings and information that show the scope of each bid package, and gives an update on where we are now. We discuss the Innovation Hub area and the needs of the Robotics Program. We look at the HS-2A Band Room project, which we would like to bid this summer and award as soon as possible, to begin construction in fall. This would allow construction on the Band Room addition to occur concurrently with the HS-2 Plymouth Natatorium construction. The next section of the presentation is about the Operable Partitions included in the Salem Auditorium balcony. We have already vetted this with the stakeholders, so Mr. Kehoe feels that we can bring this item forward. The Bond Team will look at options on how we can accomplish this, whether we can do some work under a change order, and perhaps bid out the partition itself. Finally, we discuss the P-CEP Tennis Court options. There are three options included in the presentation, and the first step will be to have a professional consultation on the condition of the courts. Mr. Kehoe feels that we need to get the best 8 courts ready for use in August 2023. Since the cost of this is estimated at \$20K, we should move forward with this via change order as soon as possible. We will discuss the upcoming Band Room addition (BP HS-2A) at the next meeting in August. We will also further discuss the replacement of the Operable Partition in the Salem Auditorium at the August 3rd meeting.

3rd Quarter 2022-2023 Key Performance Indicator Reports – Custodial Presentation -

Melissa Mascarello shares ABM's 3rd quarter KPI PowerPoint presentation with the committee. We look at the 3rd quarter score summary, average inspection scores, and inspection data. The district average inspection score for the 3rd quarter is 92.67%. They have performed 1,525 inspections this quarter. The scores have improved slightly since the last quarter. The target was 25 inspections per manager per week. The third quarter includes March 1st through May 31st. The presentation shows the data from the district Google Doc that identifies missed tasks, and during the 3rd quarter that number has decreased. Mr. Welch and Mr. Rice manage this document and follow through on the requests. Today Ms. Mascarello has brought the Zone Managers with them to introduce to the committee. They are Cass Neff, Kenwati White, and Matt McDonnell. These ABM Zone Managers oversee 8-9 buildings each. The presentation also provides staffing information for the 3rd quarter, relates the ways they recognize their award winning employees, and share that ABM is contributing \$20,000 to P-CCS in the form of four \$5000 scholarships for one senior at each high school (Canton, Plymouth, Salem, and Starkweather).

Member Kehoe points out the Salem has the least inspections but also has the lower scores. Last year Canton HS had the lower scores, and they increased the inspections to address the problem. Ms. Mascarello shares that they have increased the inspections at Salem, and plan to increase them even more to bring the scores up. Member Kehoe also has concerns about the staffing as the number is still not where it needs to be. Ms. Mascarello shares that they hired two more people starting next week, and will continue to hire and recruit. She also adds that all positions are filled, but they do not have enough subs currently.

Transportation Presentation –

Angela Reynolds is here from Durham to present the Transportation KPI report, which shows the 3rd quarter numbers for overall staffing, number of routes, office staff, mechanics, and shop steward. Other slides show the third quarter cost per mile, cost per rider per day, bus usage, student daily ride time is 10 minutes 32 seconds in the third quarter, which results in a 92.2% 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 25 accidents, 20 preventable, and 5 non-preventable. The presentation ends with the data on work orders and repair costs. They currently have 102 drivers. They had a struggle staffing mechanics at the end of the year, two of the experienced techs retired, so they are in need of more mechanics now. The goal now is to have 117 drivers with no use of subcontractors. Also, the trainers have

gone from covering routes back to full time driver training in order to expedite the training of new drivers. Ms. Reynolds has added incentives to retain drivers, and she made sure all new drivers were aware of all the incentives.

Financial Statements as of May 31, 2023 – Ms. Emmadi presents the district financial statements through May 31, 2023. 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 payment from RESA for 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.

2022-2023 Budget Amendment-Ms. Piesz

Ms. Piesz shows the committee a short presentation that summarizes the 2022-2023 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. The board packet for the June 27rd meeting will contain this presentation and the 2022-2023 Final Budget Amendment Book.

UST Fuel Management Software - On June 8th we experienced a failure in the systems function with our Underground Storage Tanks. The Automated Tank Gauging (ATG) system, which is the leak detection system required by the state, and the Fuel Monitoring System (FMS) which accounts for what amount of fuel is spent. These systems are beyond repair. We looked at government consortium pricing, but this pricing actually came back at a higher cost through the consortium. We are recommending that we replace this equipment by purchasing from Phoenix Environmental. Member Kehoe would like to explore the possibility of having the municipality pay a share of the replacement costs, since they use our fuel. Mr. Gruszczynski will have a conversation with the city and township about this issue.

Adjourned: **7:34 p.m.**