



PLYMOUTH-CANTON  
COMMUNITY SCHOOLS  
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## Finance & Operations Committee

December 21, 2023

### MINUTES

**Meeting called to order by:** Member Kehoe 5:03 p.m.

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

**District staff:** Merritt, Piesz, Minnick, Rayl, Brandon, Gruszczynski, Salzer, Malbon, Flukes, Rice, Jory **Citizen Reps:** McKee **SVA Rep:** N. Vakde, E. Lin **Others**

**present:** John Johnston **Presenters:** A, Reynolds, S. Stewart/ Durham Transportation; T. Fleming/ ABM Custodial; W. Bowman/Great Northern Consulting

**Public Comments** – none.

**Approval of Prior Meeting Minutes** – December 7, 2023 - approved.

#### **Fall 2023 Family-School Relationship Survey Results Presentation** – Mr.

Brandon is here with a presentation that covers the P-CCS Family School Relationship & Student Social-Emotional Learning Survey Presentation. These surveys, which are a part of the Communications Team Dynamic Plan, are administered in the spring and in the fall. This allows us to establish metrics. Jonathon Flukes explains the responses we got to each of the items on the survey, and compares the data to the spring survey results. There are K-2 student surveys, which are teacher-administered, in which teachers answer seven questions about each of their students. There is also a Grades 3-5 version and a Grade 6-12 version. Each section shows the results for each topic and compares them to the results from the survey last spring. The grades 3-5 surveys are also compared on a national level. The presentation contains an overview slide that summarizes each group and how they scored for each metric. This data will be available to all on the district website. Beth Rayl, P-CCS Chief Academic and Innovation Officer, shares with the committee the way the data is used to establish programs to address the gaps when they are identified, such as after-school programming, the creation of building level equity teams, family engagement events, expansion of clubs to meet student interests, and added transition support transitions between levels. Mr. Brandon concludes the presentation by sharing how all of these added supports have been marketed in order to promote P-CCS.

## **KPI Reports-**

- **Transportation** – Angela Reynolds and Sheldon Stewart from Durham School Services are here to present the 1<sup>st</sup> quarter transportation KPIs report. Currently we have 76 general education and 34 special education routes. Durham has 124 drivers today so they are fully staffed. They also have 5 full time mechanics and 1 full time shop supervisor. They have not needed to call any back-up drivers this quarter. The KPI report includes information about staffing, cost per mile, cost per rider, and the cost per bus per day, as usual. We review the average daily ride time and on-time performance data. Member Kehoe commends Durham for the good work they have been doing. Angela and Sheldon appreciate P-CCS for the great teamwork.
- **Custodial** – Todd Fleming from ABM and Randy Rice, P-CCS Supervisor, Custodial Services, are here to present the 1<sup>st</sup> quarter Custodial KPI report. The staff working at the areas that have been identified as the lower scoring areas will receive additional training over winter break. The report includes inspection data, conducted by both ABM and P-CCS, on a regular basis. Randy Rice reports that there have been fewer issues reported on the google doc used by staff to report deficiencies. The report also touches on staff counts and hiring data. Mr. Fleming reports that we are fully staffed at this time, and we have 8 substitutes on staff. ABM continues to hold staff appreciation events, training processes and goals, floor care training for snow season, and holiday break deep cleaning. Member Kehoe commends ABM on the staffing progress, and increasing the inspections at the lowest performing sites. Mr. Rice shares a memo written by Mr. Welch to share that we have created our own internal KPI process for Plant Engineers to use to implement inspections of their buildings, inside and out. This will help to identify where maintenance is needed, such as lighting, ceiling tiles, curb appeal. They have created a checklist form to record their observances. They will also to continue to encourage staff to report when lights are out, if they see a broken soap or paper dispenser, empty soap dispenser, etc. Mr. Fleming would like ABM custodians to have access to this new internal reporting process so custodians can report issues they notice as well, so we can have a team approach to fixing any issues.

**ABM 4<sup>th</sup> Amendment to the Current Agreement – MOU #4** – Mr. Fleming is also here to discuss the 4<sup>th</sup> MOU to the current ABM service agreement. This is to increase staffing to clean new square footage as a result of new building additions. The amount that ABM charges will increase by about \$10,000 per month as they will need an additional 3 FTE. Mr. Kehoe asks if this is enough to allow for staff to be able to address the restroom issues at the high schools. Mr. Fleming would like to do a deep dive into this to see how much it would cost to be able to increase coverage. As our square footage increases, we will have future MOUs to make sure we are staffed adequately.

**Status of the J/V Turf Field Damage-** The turf at the J/V field was damaged from the flooding that has occurred in this area earlier in the year. There was an attempt by TurFix to repair the field, but it was unsuccessful in that large seam separations still exist. We contacted our insurance carrier to come out to inspect, as well as the original designer of the turf, Foresite Design. Foresite issued a report recommending carpet replacement, and we included this damage on the insurance claim entered for all flooding damage across the district. As of today we have not received the report from our insurance carrier as to what costs related to the recent flooding claims they will cover. Additionally, since this area was declared a disaster area by FEMA after the August flood, FEMA has indicated that they may cover whatever costs that the insurance company does not. We have received two quotes on the replacement of the carpet. The lower estimate comes from AstroTurf, who has already been awarded the turf work at the new stadium. There may be additional work needed to the substructure once the existing carpet is removed. In the interest of time this item will be on the next Board of Education agenda as a first reading so we can order the materials and schedule the work as soon as possible, so the turf is available for use as soon as possible.

**CTE Lab Refresh – Purchase of 60+ Computers -**

Mr. Salzer is here to present a needed CTE computer purchase. Montyne Barbee, CTE Director, will be in attendance with Mr. Salzer for the Board meeting on January 9<sup>th</sup> to present this item, but she was unable to attend this evening. There are two computer labs as well as a computer cart in the CTE department that are in need of refresh. Mr. Salzer looked at 6 different options when determining which equipment will meet the needs of each lab. These will be paid for with funds from the 61a Added Cost budget.

**Financial Statements as of November 30, 2023 –** Ms. Malbon, P-CCS new Director of Finance & Accounting, is here to describe the process of how we use these reports to show trends over a three-year period. As of November 30 we are 42% of the way through the fiscal year. She explains that each month's spending throughout the year is not equal, rather revenue and expenditures happen at an uneven pace.

From the original budget adopted in June 2023, through November 30, 2023, revenues are trending in a favorable direction with a positive variance. On the expenditure side we are trending higher than the three-year average. The one-time 147c2 funds that were included in last year's budget (\$11.5M) are skewing the three-year average, so we will need to continue to report them separately in order to show the way those funds are affecting the monthly totals. Finally, we learn that the net change in the General Fund balance is tracking slower than was expected. The General Fund balance will be adjusted to the actual audited amount at the time of the mid-year budget amendment.

**Member Kehoe requested adding topics of discussion to this evening's agenda-**

The first is an understanding of the funding of all of the extracurricular activity and athletic programs. The Board will need to have a larger discussion about which sports are self-funded, or district funded, and why? We need a public discussion on what we are doing now, what could we be doing, and are we equitable in the way we support these programs? We may create a survey to gather the information, not only related to finances, but to determine if there are any barriers that cause some students to be unable to participate? The main issue in gathering data of athletic finances is that the sports that are self-funded do not run through use of district accounts. We would need to rely on the APAAs to gather the information from the various 501c3 organizations to answer survey questions. Survey responses would need to be voluntary.

The second item Member Kehoe would like to discuss is the Non-Homestead Tax Levy renewal process, the Board and citizens need to establish a committee. Due to the fact that we have some newer language that says up to 22 mills, but we can only levy 18, some are concerned that it appears that we are not just renewing, but doing something additional. When we get back from break, the committee needs to begin getting the word out about this. The committee will participate in building staff meetings, town hall meetings, videos of presentations available on the district website, and various marketing exercises to educate the community on this issue.

Adjourned: **7:36 p.m.**