



Finance & Operations Committee

April 4, 2024

MINUTES

Meeting called to order by: Member Kehoe at 5:05 p.m.

Board of Ed members present: Kehoe, Christenson, Picard

District staff: Merritt, Minnick, Malbon, Gruszczynski, Rice, Jory

Citizen Reps: Roderique, Paton, McKee **SVA Rep:** Emily Lin **Others present:** John

Johnston, Bill Lorelli **Presenters:** B. Gesaman, N. Tindell/McCarthy & Smith; D.

Dinkeloo/TMP Architecture; Melissa Mascarello, Todd Fleming/ABM; Angela Reynolds /

Durham School Services

Public Comments – none.

Approval of Prior Meeting Minutes – March 7, 2024 - approved.

Robotics / Innovations Hub Addition at Canton HS – Mr. Gesaman is here to present the bid awards for Bid Package #HS-4a, the Innovation Hub/Robotics Addition that will be constructed near the Canton HS CTE wing. The construction budget was originally set at \$2,305,300. The conceptual cost estimate is \$2,465,400, which would result in a proposed variance of \$160,240. The schedule for this work is to break ground in August 2024, with the addition completed in June 2025, and the renovation completed in August 2025. The construction will not affect any parking spaces during construction of this addition, traffic flow will not be interrupted, and the entrance will not be impeded.

Bid Award for Bid Package #EL-4a – Hoben Drainage Improvements – Nick Tindall from McCarthy & Smith walks the committee through the presentation that gives an overview of the project to install a new water detention system at Hoben Elementary this summer. The recommended contractor is I.L.E Excavating, the low bidder, which is a company that has done work in the district on other projects. Some of the trees in the area will need to be removed in the area of the new system, but it is an underground detention system, so after the project is complete, what will remain is a large greenspace. Restoration and seeding is included in the scope of the project.

Water Easement for P-CEP in the area of the New Stadium – Similar to the band room addition area, we will need to re-route water utilities in the area of the new stadium construction. We are required to present an easement resolution with Canton Township to the Board for approval in order to facilitate this work.

Quick update on ongoing Bond construction projects:

- Natatorium – tile almost complete, next we will be working on the water tank.
- Band Room addition – we have completed the watermain work, and we are starting on foundations next week.
- New Stadium –work on that site has begun, and foundation work is underway.
- Tennis Courts – no permit received yet, but a new contact with Wayne County has been established.

2023-24 2nd Quarter Key Performance Indicator (KPI) Reports-

Custodial – Todd Fleming shares that we have had a mild winter, which has resulted in fewer custodial issues. He also reports that they had an issue with their inspection software that resulted in not being able to capture the GOALS Building data. There were inspections and the building had no issues, but the data was not captured for a technical reasons. The issue has since been resolved. Melissa Mascarello presents the 2023-2024 2nd Quarter KPI report and walks the committee through each slide. Randy Rice covers the data on the missed tasks and processes we have developed to identify issues. We have received positive feedback and less issues were reported in the 2nd quarter. The third quarter goals are to maintain and improve staffing, additional training sessions, and completing at least 100 inspections per week. Ms. Paton wonders why the scores seem to be lower at Salem HS than the other two schools at the park. Ms. Mascarello shares that there has been a lot of turnover at Salem, and they have been using subs there. Mr. Rice adds that Salem is the most used building at the Park, with the auditorium, the bus loop traffic, and the busier cafeteria. Mr. Kehoe would like to see separate restroom inspections throughout the day. Mr. Fleming shares that the worst time of the day for the restrooms is after lunch, but the custodial staff are cleaning the cafeterias during that period. Mr. Kehoe feels that we may need a new service model to allow for more mid-day cleaning. Mr. Gruszczynski tells the committee that there is a similar issue at the Transportation Building, and he has been working with Ms. Mascarello and Mr. Rice on ways to combat this.

Mr. Rice gives an update on the new internal KPI process for operations, custodial, as well as maintenance and grounds. At the last meeting of the year he will have some data in place to share with the committee. He reports that we will be using the SchoolDude system to facilitate this process. They will be working on this new initiative over the summer, and hope to be rolling it out at the start of the new school year in the fall. They would like to create a newsletter like some of the other departments, which will be shared with all staff.

Mr. Rice also reports that they are working on implementing a new initiative for deep cleaning of restrooms districtwide, with a new line of products that they saw demonstrated today.

Transportation – The 2nd Quarter runs from December 1, 2023 through February 29, 2024. Ms. Reynolds shares that our ridership numbers are coming back up after a decline since the COVID pandemic. The KPI presentation regarding staffing numbers indicates that Durham is fully staffed. They continue to recruit new staff, and are escalating their recruitment efforts to gear up now for back to school. They use a new platform for job postings called Phenom, which runs through Indeed, and has been working very well.

Chiller Repair at Salem HS – Mr. Gruszczynski shares that one of the chillers at Salem is 12 years old, half way through its useful life. If we do an overhaul on this unit now we can extend the life an additional 15 years. There are three chillers in all at Salem HS. If we are able to expedite this by approving as first and final on Tuesday evening, there is a good chance the work can be completed before cooling season. Mr. Kehoe will advocate for a first and final reading on this item.

Monthly Financial Statements as of February 29, 2024 - Ms. Malbon presents the monthly financial reports for February 2024. She has added arrows to the columns that reflect the actual totals. The three-year historical data that contains the COVID year is skewing the report data. The fact is that we have spent 64% of the budget but we are 67% through the year. The variances indicate the areas that we need to study to determine what is causing the irregularities. Sometimes these are caused by a timing difference. Ms. Malbon is on the Steering Committee of Wayne RESA, and through that work she is seeing what types of reporting other districts are doing, and how they are gathering the data they are using. Ms. Minnick directs the committee to look at the last three budget years, we have had very large increases in our expenditure totals. Such large fluctuations will definitely cause large variances in our historical trends. It would be more concerning if we didn't see these variances. Due to the pandemic and our economy, the last few years have been really unusual. The types of expenditures we had, the way we delivered instruction, the way we received funds, all changed. We had to expend funds on many things we never had to in the past. At this time, using three year historical data is not the best way to measure where we are. As we shift back to more normal operations, these trends will become more normal. Using the three-year average is not the best way to forecast at this time, but it can be one factor in looking forward. Ms. Paton suggests that for this year's budgeting, we do not rely on the trends, but on the actuals.

Ms. Picard has questions around the increase in the number of administrators, the decrease in enrollment, and the use of the federal ESSER funds. Ms. Malbon explains that the remaining federal funds, which must be spent by September 30, 2024, will be used for our summer programming. Ms. Minnick adds that those are the current conversations we are having, looking at which expenses are still necessary, and which are no longer needed. Superintendent Merritt clarifies that there were some temporary positions that were funded by ESSER related to unfinished learning. Those individuals were aware that the funding for their positions ended on June 30. Now we need to identify our needs, and how we can staff to meet those needs, while working within our budget constraints.

On Member Kehoe's suggestion, Ms. Malbon will take a look at adding this year's numbers to the three year historical report. If we were to see all four years we could see how each year is trending against the percentages. Another approach would to run the report just showing last year and this year. She will include these different models when she presents the next financial update. This will be a way to help identify anomalies so we are not caught off-guard in the future.

Adjourned: **7:13 p.m.**