



Finance & Operations Committee

June 20, 2024

MINUTES

Meeting called to order by: Member Kehoe at 5:06 p.m.

Board of Ed members present: Kehoe, Christenson, Picard

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

Presenters: Todd Fleming, Melissa Mascarello, Matthew McDonald/ ABM Industries; Angela Reynolds, Anna Lupo/ Durham Student Services; Derek Dinkeloo, TMP Architecture

Citizen Reps: McKee, Paton (Roderique absent) **Others Present:** John Johnson

Public Comments – none.

Approval of Prior Meeting Minutes – June 6, 2024 - approved.

Third Quarter Key Performance Indicator (KPI) Reports - Ms. Minnick informs the committee that Key Performance Indicator Reports are presented quarterly.

Custodial – Ms. Minnick introduces Todd Fleming and Melissa Mascarello from ABM to present the 3rd Quarter highlights, focusing on staffing, future goals, and summer cleaning. Melissa shares inspection score data, highlighting trends and 4th quarter goals. Despite the district's overall score remaining above 90%, scores were slightly lower than last year. The transportation building received the lowest score due to maintenance issues. Some highlights of the discussion were:

- Liberty Middle School had the second-lowest score, an unusual occurrence attributed to staff turnover and increased usage.
- High school restroom inspections indicated a need for additional mid-day cleaning, with Member Kehoe suggesting the separation of data collected before and after student arrival.
- There has been a significant increase in vandalism incidents reported in high school bathrooms recently. Mr. Fleming mentions that some districts combat this by locking restrooms mid-day. To address the issue, high school custodial staff now visit restrooms after lunch to tidy up and replenish supplies. Mr. McDonald shares his experiences with vandalism in high school restrooms and the large groups of students frequenting certain locations at P-CEP.
- Mr. Gruszczynski notes that many high school restrooms are old and worn out, suggesting that modernizing them may encourage students to treat them with more respect.

- Mr. Fleming uses this opportunity to announce the departure of our district manager, Melissa Mascarello, who will be leaving P-CCS to lead ABM Operations at another district. In her place, Matthew McDonald, a current Zone Manager with ABM, will be stepping up to assume the role of District Manager. To ensure a seamless transition, a new Zone Manager will be recruited to replace Mr. McDonald in his current position.

P-CCS Internal KPI Reporting

- Randy Rice presented data on internal KPI reporting, including work orders submitted by each building. During the 3rd quarter (March through May), a primary issue has been maintaining cleaner floors, particularly near entrances. To address this, additional mats will be placed to reduce mud, salt, and dirt tracked in by students. Additionally, there are plans to use gators outdoors to better clear debris before it is brought inside, and the potential use of a brine solution before salting is being considered.
- The current Google Sheet used by building staff to report missed tasks and work orders will be replaced with a new system called Master Library, a cloud-based software offering user-friendly features and enhanced reporting capabilities. This new platform, which will also support facility rentals, custodial and grounds work orders, tech requests, team schedules, and more, will be introduced to teachers and building staff on July 1st.
- Mr. Rice has been collaborating with the newly created "Principal Panel" to establish updated processes for problem reporting.

Member Kehoe inquired if the purchase of this new software would exceed the threshold amount of \$29,572. Ms. Minnick sought clarification from Member Kehoe, noting that any annual cost over the threshold should be submitted to the Board for approval. Member Kehoe clarified that while annual renewals of existing systems do not need Board approval, new software purchases over the threshold should be presented for approval.

Transportation – The 3rd Quarter ran from March 1 to May 31, 2024. The KPI presentation shows that Durham is fully staffed, with ongoing recruitment efforts to prepare for the new school year. The district is using the Phenom platform, integrated with Indeed, to effectively post job openings.

- Staffing includes 119 drivers for 114 routes, resulting in 109% route coverage. Routing work, which is done over the summer, should be completed by August. They are currently filling the special education router position.
- The KPI metrics compare the 3rd quarter data with the previous quarter and the same quarter last school year to identify trends.
- Regarding ride times, Ms. Reynolds has made a reporting change to clarify the data. Moving forward, longest and shortest ride times will be shown by high school, middle school, and elementary levels. The committee agrees that this is a better way to present the information.
- There were 8 preventable accidents in the 3rd quarter of this year, bringing the total for the year to 25, the same number as last fiscal year. To reduce accidents, action plans have been implemented, including at least two annual road evaluations for drivers, refresher training, fit-for-duty evaluations, defensive driving courses, driver evaluations 30 days after an accident, and a safety board in the transportation offices to remind drivers of rules and resources.

- Ms. Minnick adds that KPIs are also linked to ensuring the transportation facility is in good, clean, and inviting condition. Mr. Gruszczynski mentions that they recently walked the transportation/curriculum building with McCarthy & Smith and developed a list of renovation items to improve the facility.

ADA Audit Reports – Mr. Dinkeloo from TMP Architecture is here to update the committee on the districtwide ADA audit progress. Today, he will present data and spreadsheets for 11 school buildings, noting that many buildings share similar issues, with recurring problems across all locations. Input from students and parents will be included in the final reports. Starting next week and continuing into July, site visits will be conducted for the remaining schools to gather comprehensive information. Upon completion, reports for each building will be developed, and a work plan will be created to address any non-compliance issues using the District's work order process and current Bond projects.

The supporting spreadsheets provided by TMP have some issues, including incomplete tabs that reflect building information and projected costs, leading to broken links and non-functional elements. The assessment data can be found on the "interior" tab of each sheet. These issues will be resolved when the final reports and assessment work are complete. Non-compliant items identified in the study will be included in the scope of future bond building renovations.

Member Kehoe raised concerns about other campus areas, such as walkways and parking lots, emphasizing their inclusion in the final reports, especially at the Park. While the scope of this study focuses on buildings and entrance areas, there is an allowance for pavement work during building and athletic facility renovations.

Financial Statements as of May 31, 2024 – Ms. Malbon presented the monthly financial report covering July 1, 2023, through May 31, 2024. As of May 31, we are 92% through the fiscal year, with revenue at 78.78% collected, surpassing the three-year average. While local sources are slightly down, federal revenues are higher due to the timing of payments from various taxing authorities. Expenditures have reached 89.85% of budgeted amounts, which is 1.9% higher than the historical average for this point in the fiscal year. The increase in both revenue and expenditures over the past three years has led to expected variances. The net change in fund balance is above the three-year average, with the projected ending fund balance detailed in the final budget amendment.

Ms. Malbon noted that the May report is the last monthly financial report for this fiscal year. The June 30, 2024, report will be presented in October after the audit process is complete. The numbers in the May report are based on the mid-year amended budget, as the 2023-24 final budget amendment had not been completed by May 31.

Adjourned: 7:03 p.m.