



PLYMOUTH-CANTON  
COMMUNITY SCHOOLS  
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## Finance & Operations Committee

September 5, 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, Lents, Rice, Meier, Tyszkiewicz, Jory

**Citizen Representatives:** Roderique **Others Present:** none

**Public Comments** – none.

**Approval of Prior Meeting Minutes** – June 20, 2024 - approved.

**Update on the ADA Audit Report** – Member Kehoe inquires about the status of the ADA Audit Report that TMP Associates has been collaborating on with the district. Ms. Minnick shares that we have received the final reports from TMP, but the CORE Team aims to gather additional input from stakeholders to create a more comprehensive report on this important study. Mr. Kehoe mentions that he has heard feedback from parents regarding some non-functional elevators at P-CEP. Ms. Minnick and Mr. Meier provide an update on the accessibility challenges we are facing, noting that all CORE Team members are actively working on improving communication about access issues. There are two students in particular who use these ADA accessible elevators, and those students and their families, as well as the building administration and staff, have been kept apprised about all of these ongoing issues. The elevators that require keys have had that feature disabled. Additionally, there is a plan in place to ensure that students who experience temporary disabilities due to injuries or other circumstances receive the necessary support for accessibility.

**Approval of 2024-2025 F&O Meeting Calendar** - Ms. Minnick reviews the calendar, detailing the contents of each column and providing an overview of the anticipated meeting topics for the fiscal year. She highlights key events, noting that at the upcoming meeting on September 19, 2024, we will receive an update on bond work that has been conducted over the summer. In October, there will be a presentation on the 2020 Bond Budget, which will clarify our current standing with the remaining bond funds and outline any outstanding work. Additionally, the annual audit presentation by Plante Moran is scheduled for October. Monthly financial reports will commence in November with an update for September 30, 2024. Other notable events on the calendar include quarterly KPI report presentations for Transportation and Custodial services, as well as budget-related discussions beginning in 2025. Mr. Kehoe recommends that, in the future, if there are only one or two standard items on the agenda, we can present those items directly to the full board. This approach will help us minimize unnecessary meetings.

**Purchase of GMC Terrain SUV for Security** – Mr. Meier is here to discuss the Safety & Security Department's request to replace a GMC truck with a GMC Terrain SUV to better support our expanding security operations. The new vehicle will offer enhanced safety for students and staff, effectively addressing the limitations of our current single-cab trucks. We plan to sell or trade one truck due to consistent maintenance issues, while the other will be reassigned to the Security/Technology Coordinator. The GMC Terrain is currently our only available option under the state bid for compact SUVs. Funding for this vehicle will be sourced partially from Section 31aa of the State School Aid Act and partially from the security department's general operating funds. Mr. Meier also notes that vehicle service and repairs for the security department are typically handled at one of two local auto shops, which provide us with excellent pricing and prompt service. For vehicles still under warranty, we continue to utilize dealership services for maintenance work.

**Building Intercom Replacements**– Mr. Meier highlights the critical need to replace the outdated entry intercom and access control systems, which are currently failing and have become difficult to service due to a lack of replacement parts. These systems, which include door intercoms and monitoring stations, enable office staff to screen visitors remotely; however, they do not integrate with the district's security and camera systems. This upgrade is being recommended following a recent safety assessment conducted by Secure Education Consultants (SEC). The existing intercoms are obsolete, making repairs impossible. The proposed systems have already been successfully implemented in five locations. This purchase will provide the necessary Axis equipment for the remaining buildings. If approved, we will coordinate with Security 101 to purchase all the required equipment, and installation is expected to take about one month once the equipment arrives.

**Purchase of Additional Building Access Control Points** – Mr. Meier reports that the Safety & Security Department has identified the need for additional access control points throughout the district. Building administrators have provided input regarding adding locations that would enhance student safety in their buildings. The proposed plan involves installing new card readers and necessary hardware that will be compatible with the district's upcoming encrypted system, along with the purchase of 3,000 new encrypted proximity cards. This security enhancement was recommended in an assessment from Secure Education Consultants (SEC), which highlighted the concerns of administrators regarding the need for more entry points. Each building will receive at least two new access points. The bulk of the cost of this is the adding of the card readers, which is about \$64,000, and about \$14,000 for the cards and the cost of bringing us up to an encrypted system. All of the current cards on our system will be phased out, and the new encrypted cards would be phased in.

**Purchase of Two (2) Avigilon Servers** – Mr. Meier is requesting approval for the purchase of two AI NVR Avigilon Video servers to enhance our security capabilities. As part of the BP T-9 Bond Project, we previously added one server. In order to support the visual weapon detection software and ongoing testing conducted by Motorola, we require two additional servers.

We have recently been beta testing some of the new features at P-CEP, including advanced weapon detection systems, and the outcomes have been very promising. These systems integrate seamlessly with our existing camera infrastructure. The servers are expected to take approximately 1-2 months to build, allowing us to have all schools operational by the end of the calendar year.

Currently, we are using three different software systems to enable our weapon detection capabilities without incurring any operational costs, as we are still in the beta testing phase. The total investment for the servers and licensing is \$95,174.35, with funding coming from the State of Michigan School Aid Act 31aa funds (\$51,414.35) and 2023/24 Bond Funds (\$43,760). Installation will be managed by Security 101, a subcontractor of Safeware.

**Purchase of Electronic Building Signs for BP MS-2 East and West MS** – We propose acquiring two Daktronics Galaxy® Outdoor Electronic Message Centers for East and West Middle Schools, leveraging pricing under the Sourcewell Contract Consortium. These new displays will serve as upgrades to the existing outdoor signage at both locations, designed to complement the similar signs installed at other schools in the district.

The proposed designs adhere to the Board of Education's outdoor signage policy. We expect delivery of the signs in November 2024, with installations occurring on the existing masonry bases, along with necessary electrical adjustments, as weather conditions allow. Daktronics will supply the signs and provide technical support, along with a Lifetime Verizon cellular plan for connectivity, active as long as the signs remain in their current locations. The Venus Control Suite includes a 10-year upgradable subscription, transitioning to a free service thereafter if the signs are not relocated. Additionally, the warranty covers one year of labor and five years for parts.

TMP is currently preparing a standard drawing for the electronic building signs. We are also considering addressing the inoperable Bentley Building sign sooner than planned.

These message centers will greatly enhance communication within our school communities and align with the district's standards established in the 2020 Bond Construction program.

**Update on Air Conditioning and RTUs** – We are pleased to introduce our new Director of Capital Projects and Facilities, Matthew Lents, to the committee. Mr. Lents has been actively working on updating us about the persistent failures of air conditioning units (chillers and rooftop units) at Canton and Plymouth High Schools, which have occurred over the past spring and summer. These issues have required substantial repairs and resource investments. As we pursue long-term solutions, the facilities team is developing a plan for the next steps, including replacement recommendations, which will be presented to the F&O Committee in September/October.

Member Kehoe emphasizes the importance of keeping school staff, students, and families informed about the status of the air conditioning systems. This communication will ensure that everyone understands we are aware of the issues, actively working on solutions, and have fans available for use, thereby managing expectations effectively. Mr. Roderique raised a concern regarding climate changes and questioned whether we should consider replacing older HVAC equipment sooner rather than later. Mr. Lents plans to advocate for this approach moving forward. He will initiate a new Needs Assessment Study for district buildings, establish a replacement cycle, and develop a cost forecast for anticipated replacements. Careful timing of these replacements will also be essential to secure approvals and ensure that equipment arrives in time for installation.

**Adjourn:** 6:09 p.m.