



## Finance & Operations Committee September 19, 2024 MINUTES

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

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

**District staff:** Minnick, Malbon, Rice, Jory **Citizen Representatives:** Roderique, McKee (Paton absent)

**Presenters:** Nick Tindall, Joe Ross/McCarthy & Smith; Derek Dinkeloo/TMP Associates

**Others Present:** John Johnson, Nicole Reid

**Public Comments** – Mr. Johnson noted that he arrived to attend the meeting originally scheduled for August 8, 2024, only to discover it had been canceled. He called inquiring about the meeting planned for August 22, 2024, and found that it too had been canceled. Member Kehoe mentioned that it is uncommon for the committee to cancel meetings, especially during the school year; however, this August, there were no agenda items requiring discussion in August. Typically, when meetings resume in the new fiscal year, we review the new calendar during our first committee meeting, which took place on September 5, and the 2024-2025 calendar was posted following that discussion. We are committed to exploring ways to ensure this information is more easily accessible to the public.

**Approval of Prior Meeting Minutes** – September 5, 2024 - approved.

**Summer 2024 Bond Work Presentation**– Ms. Minnick is pleased to welcome Nick Tindall and Joe Ross from McCarthy & Smith Construction, who will provide a presentation and update on the bond projects that took place over the past summer. As Project Managers overseeing various construction sites throughout the district, Mr. Tindall and Mr. Ross will share insights and photographs regarding the following ongoing bond construction initiatives:

- **Bid Package #EL-4a** – Hoben Drainage Improvements (completed July 2024)
- **Bid Package #MS-1** – Addition and Renovation at Pioneer Middle School (Completed May 2024)
- **Bid Package #MS-2** – Additions and Renovations at East Middle School and West Middle School (Renovations completed fall 2024, addition completion goal spring 2025)
- **Bid Package #HS-2** – Plymouth High School Natatorium and Multi-Purpose Room Addition (completion October 2024)
- **Bid Package #HS-2a** – Addition of the Band Room at Plymouth High School (completion October 2024) and the Operable Partition in the Salem High School Auditorium (completion goal early 2025)
- **Bid Package #HS-3** – Addition and Renovation at Starkweather Academy (completed May 2024)

- **Bid Package #HS-4/PCEP-1** – Addition and Remodeling at Canton High School, along with the construction of a new third stadium and concessions at the P-CEP Campus (addition completion goal late 2024, stadium completion goal spring of 2025)

**Two-Year Optional Renewal with ABM Industries for Custodial Services** – Ms. Minnick informs the committee that we are proposing a two-year service agreement renewal with ABM for custodial services, set to run from July 1, 2024, to June 30, 2026, as the current three-year contract is expiring. Notable aspects of the agreement include a 2% salary increase for ABM management and staff for FY 2025, the discontinuation of COVID-related hiring incentives, the creation of three full-time custodial positions for lunch support at the high schools, and an additional full-time trainer position aimed at enhancing service quality.

Under the terms of the MOU, ABM staff will receive a further 1.5% salary increase in FY 2026. Mr. Kehoe inquires about the distribution of the salary increase allocated for employees. Ms. Minnick clarifies that while the overall cost will rise by 2.5%, only 2% will be allocated to employee salaries, with the remaining 0.5% covering ABM's overhead expenses. Mr. Kehoe and Ms. Picard express concerns that the cost of the additional trainer should be absorbed by ABM. Additionally, Mr. Kehoe notes that the weekly updates on custodial and transportation staffing have not resumed since being paused over the summer months. He emphasizes the importance of reinstating these updates in the weekly Board Notes to ensure oversight of our contractual partners, ABM and Durham, in maintaining the agreed-upon staffing levels. The last staffing report indicated that ABM was meeting its FTE requirements along with additional substitutes.

Members Kehoe, Picard, and Ms. McKee agree that the district should not incur the expense for a trainer to meet originally contracted cleaning obligations. However, Member Kehoe acknowledges that the three additional mid-day positions (one for each P-CEP building) are essential, given the high demand. Ms. Minnick also announces the appointment of Jennifer St. Louis as our new General Manager, succeeding Melissa Mascarello.

**Air Conditioning Updates-** Ms. Minnick has indicated that the overall situation is improving. However, Bentley's air conditioning is currently non-operational and is undergoing repairs by an external contractor, with completion expected by the end of the week. As you are aware, we've faced intermittent outages at Allen, Plymouth, and Salem. A new chiller for Salem was approved and has been ordered. The issues at Canton High School have stabilized, and we are in the process of distributing box fans to every classroom and office.

As discussed in our previous meeting, Matt Lents has been actively looking for a company to evaluate all our HVAC systems to better understand the necessary repairs. We have approved the replacement of the Salem unit, and our insurance company has also approved the replacement for the unit at Plymouth High School. Additionally, there's an issue at Workman that necessitates a manual reset of the chiller. Randy Rice has informed us that we are ensuring staff on site are trained to conduct this reset effectively, and we will also work to identify the reason the manual resets are required.

**Purchase of Two Electronic Building Signs** - During our last Committee meeting on September 5th, we discussed the purchase of two additional electronic building signs, which will be presented for a second reading on Tuesday evening, September 24, 2024. Initially, these signs were intended for East Middle School and West Middle School as part of Bid Package #MS-2. However, it has been decided that the current sign at West Middle School does not require replacement. As a result, the second sign will be allocated to Bentley Elementary, where the existing building sign is unfortunately inoperable and cannot be repaired.

**Adjourn:** 6:26 p.m.