



## Finance & Operations Committee

October 20, 2022

# MINUTES

**Meeting called to order by Committee Chair:** Kehoe 5:06 p.m.

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

**District staff present:** Piesz, Kling, LeBlanc, Tyszkiewicz, Meier, Brandon, Jory

**Citizen Representatives present:** Roderique, Paton **Other Citizen(s):** none

**Also Present:** Jeff Higgins and Alison Arsenault from Plante & Moran

**Public Comments** - none.

**Approval of Prior Meeting Minutes** – October 6, 2022 - approved.

### **Audited Financial Statements for Year Ending June 30, 2022 – Plante & Moran**

Ms. Piesz introduces Alison Arsenault and Jeff Higgins from Plante & Moran. Mr. Higgins shares that he is happy to be here, that he is very familiar with the area, as he grew up in Plymouth and Northville. He gives an overview of the audit process and the materials that Plante Moran provides to the district on an annual basis. Mr. Higgins begins the PowerPoint presentation. He shares that the audit went smoothly, we had a “clean” opinion, with no issues or difficulties. Ms. Arsenault takes us through the remainder of the slides and makes notes on the key points that need to be conveyed during this presentation on Tuesday night.

Ms. Arsenault gives a high-level overview of the financial report, federal award report, and the report to the Board of Education. The committee has a chance to ask questions and get clarification on the reports. The General Fund numbers have not changed since the preliminary reports that were presented at the last meeting.

### **Safety and Security Radio Purchase – Kurt Tyszkiewicz/Josh Meier**

Building staff use two-way radios to communicate while students are out on the playground, while eating lunch, during emergency situations, and for security communications. At the P-CEP campus, security personnel rely on these radios to coordinate student’s movement, such as change of class, club activities, and events related to athletic activities.

In November of 2021, the district placed an initial order (round 1) of radios with BearCom in order to upgrade the current radio system from analog to digital, and to outfit P-CEP staff, security, and some middle school staff with new radios.

Due to supply chain issues and other factors, we only just received the first shipment of equipment recently. Josh Meier is working with BearCom to program and deploy this 1st round of equipment.

Because of the severe delays in receiving this equipment, we are now recommending a 2nd round purchase of radios due to the fact that BearCom has the radio units in stock and readily available. The other equipment, such as base units and microphones, will need to be ordered. Having the radios readily available will allow them to be programmed and deployed quickly. In order to take advantage of this opportunity we are asking for a first and final reading on this item. Please see the summary and detailed proposal to purchase 255 Motorola radios, associated equipment, and programming from BearCom in the amount of \$119,676.35.

Mr. Meier shares that 250 of the radios are general purpose radios that will go to regular staff. Also included are 5 “essential services” radios that are special units used by administrators, security staff, and SROs. These radios can communicate with our Motorola Avigilon Security System and allow the users to receive notifications to open gates, lock doors, and communicate across all buildings. Also included in the order are base radio stations, mobile microphones, power supply units, and a Motorola UHF antenna. The future third round purchase will include a new central system that would put a base station in each building that would be a more high-level form of communication.

Member Christenson asks if we can go out and garner any other quotes. Mr. Meier shares that when we went out to bid for the round 1 purchase, we only had two bidders, which were ComSource and Bear Com. The price we received from ComSource was significantly higher than BearCom, and they would not match the consortium pricing as BearCom did. The Round 1 purchase was from BearCom, so purchasing the radios from BearCom will provide consistency across the district. Also, with BearCom actually having the radios in stock, we feel this is the best process for purchasing the round 2 radios.

When received and deployed, all units are barcoded and assigned to a specific user. They are required to sign off when they receive the unit, and each user gets a manual on use and a user’s etiquette guide.

**Partnership Audit Presentation – Nick Brandon** – Mr. Brandon is here to vet his Board presentation related to Community Partnerships. A new board practice is to vet all presentations thru a board subcommittee, and Dr. Merritt has chosen the Finance & Operations Committee for this. The presentation shares the way that partnerships relate to the P-CCS

Dynamic Plan. Partnerships help to enhance the district by bringing in so many resources and support from the community. This presentation focuses not so much on vendor partnerships in the community, but rather community partnerships, educational partnerships, and business partnerships across the district. The P-CCS Partnership program looks at our resources, the ways we can capture data, build a live database, and has established short term, midterm, and long term goals.

We have more than 200 partnerships, and have broken those down into four categories: Community partners (30%), Educational (14%), Corporate/Business (25%), and Mental Health & Wellness providers (31%). Our goal is to enhance and increase our partnerships 10% over the next several years.

This audit is the beginning of the process to collect data, contact information, and status updates. We will be able to focus on aligning our partnerships with the Dynamic Plan. We will re-visit this data driven focus every year. Through the Partnership Survey we will build relationships and actively engage our partners.

Mr. Roderique asks if each of the partnerships have dedicated reps, or do we have dedicated person to manage them. Mr. Brandon shares that this is managed by Frank Ruggirello, and he will be present at Tuesday night's meeting.

The Communications Department is compiling a database of all partnerships, their contact information, and their expertise.

Member Christenson asks if there is a way to tie the partnerships into which strategic goal we are meeting with that partnership. Member Kehoe asks if there is a way to measure the success of this. What does success look like? Does the partner feel the partnership has been a success? Does the affected staff feel it was a success? He feels that Mr. Brandon needs to work towards not just a database, but metrics and data that support the success rates. Perhaps add some KPIs. The partnership survey will be a good way. We need to make sure the partnership is also good for the partner, as well as the district. The next level work is to add these pieces.

**Other Topic:**

Mr. Kehoe tells the committee that a notice was sent out to ask citizens interested in being on a board subcommittee to notify Diane Robertson via email or letter. Mr. Roderique and Ms. Paton will contact Ms. Robertson about continuing on the Finance & Operations Committee.

Adjourned: **6:50 p.m.**