



Finance & Operations Committee

February 20, 2025

MINUTES

Meeting called to order: Member Kehoe at 5:01 p.m. **Board members present:** Kehoe, Picard, Christenson

District staff: Merritt, Minnick, Malbon, Lents, Salzer, Jory **Citizen Representatives:** Roderique

Student Representative: Simran Singh **Presenters:** Bill McCarthy, Nick Tindall, Joe Ross / McCarthy & Smith; Derek Dinkeloo, Jen Maino/ TMP Associates; Brian Jessie, Matt Stockert/ Barton Malow

Others Present: John Johnson, Charles Zaremba, Steve Gentilia, Nicole Reid

Public Comments – Mr. Steve Gentilia has requested an update on the scope of work planned for the baseball and softball fields. Ms. Minnick provides context on the broader bond work for the site, emphasizing the importance of coordinating campus-wide projects to avoid overlapping construction. Mr. Gentilia notes discrepancies in information from the website, coaches, and parents of student-athletes. Member Kehoe acknowledges his concerns.

Mr. Charles Zaremba voices concerns about the new band room at Plymouth High School. He and other parents are worried about the presence of cameras in the space. Additionally, he reports that legacy bricks from before the construction have not been returned. He also raises concerns about the room's acoustics, the expectation for parents and students to fundraise for furniture and equipment, and the lack of installed technology in the space.

Approval of Prior Meeting Minutes – January 23, 2025 - approved.

Bond Technology Award Recommendation Bid package #T-10 - Mr. Salzer, Mr. Jessie, and Mr. Stockert present an award recommendation for BP #T-10 (E-Rate Structured Cabling and Network Electronics) P-CCS is seeking partial reimbursement through the federal E-Rate/USF program for eligible telecommunications services.

For the 2025-26 school year, the district issued bids under the T-10 package for structured cabling, network infrastructure upgrades, and UPS restoration at Farrand Elementary and Salem High School. Bids were opened on January 14, 2025, resulting in ten bids across three categories. Based on E-Rate guidelines, the district anticipates receiving at least \$42,189.43 in federal reimbursement for eligible costs totaling \$84,378.86.

Mr. Kehoe inquires about the project timeline, noting that BP #HS-7a will be a multi-year initiative. The awarded work can begin in April and must be completed by September 30, 2026, though an extension may be requested if needed. Mr. Salzer also clarifies that this project is a limited-scale upgrade to equipment originally installed in 2017.

Bond Technology Award Recommendation Bid package #E-11 Network Electronics - Mr. Salzer, Mr. Jessie, and Mr. Stockert presented award recommendations for the E-11 technology bid package to purchase network electronics for the 2025-26 school year. P-CCS solicited bids for core switches and firewall appliances with content filtering. Following the required posting process, a virtual public bid opening was held on February 3, 2025, with four proposals received. After review, the district recommends awarding the core switch project to People Driven Technology for \$34,394.12 and the firewall project to Delta Network Services for an amount not to exceed \$100,446.89. With eRate reimbursement of \$42,383.69, the net cost is an amount not to exceed \$134,841.01, and will be funded by the 2023 bond.

Bond Technology Award Recommendation Bid package #T-11 (Partial) – Mr. Salzer presents a partial award recommendation for BP #T-11, which includes technology upgrades related to BP #EL-4 (Farrand) and BP #HS-7a (Salem). The BP #T-11 bid package, part of the 2020 Bond Projects, aims to secure vendors for technology equipment in learning spaces at Farrand Elementary and Salem High School. He explains that this includes replacing the district's core and firewall systems.

Mr. Kehoe emphasizes the importance of ensuring all teachers are informed about the replacements. Member Christenson suggests that staff from buildings that have already undergone A/V upgrades could provide valuable insight in finalizing decisions for this purchase.

The bids were opened on January 22, 2025, with seven bids received across three categories from six contractors. The package includes three components: PA and clocks, video surveillance and access control, and high school A/V. In collaboration with tech consultant Barton Malow, the district recommends awarding contracts for two of the three categories. A recommendation for the high school A/V category will be presented at a future board meeting.

Award Recommendations - Bid package #PCEP-3 Canton HS Paving – Ms. Minnick introduces Nick Tindall from McCarthy & Smith to present this item. He shares a presentation that contains information about the timeline, the layouts, and an update on the stormwater requirements. We discuss the layout, scheduling, and the logistics of all of this work. Mr. Tindall reminds that all project dates are contingent on receiving Wayne County permitting. The permits are currently in process. On Thursday, January 30, 2025 sealed bids for the referenced project were received and publicly opened. Present at the bid opening were representatives from P-CCS, TMP Architecture, McCarthy & Smith, Inc., and interested bidders. As is the process, the project team conducted post-bid interviews with the lowest qualified bidders for each scope of work, reviewing project details, including scope, schedule, manpower, and materials. In today's packet please find the award recommendation for each bid division, as well as bid tabulations and project summaries. This item will be presented for first reading on Tuesday evening.

Award Recommendations - Bid package #HS-7a Salem HS Remodeling – Ms. Minnick introduces Joe Ross from McCarthy & Smith to present an overview of the scope, timeline, and budget for Bid Package #HS-7a, Salem High School Remodeling. This package includes all interior renovations, such as ceilings, lighting, and casework, but does not cover the multi-purpose room (MPR) addition, which will be bid separately.

Sealed bids for the project were received and publicly opened on January 30, 2025, with representatives from P-CCS, TMP Architecture, McCarthy & Smith, Inc., and bidders in attendance. The project team conducted post-bid interviews with the lowest qualified bidders, evaluating scope, schedule, manpower, and materials. If the lowest bidders lacked sufficient scope coverage or manpower, the second or third bidders were recommended.

Mr. Lents describes this bid package as the “within the walls” upgrades. The MPR addition is not included in this package and will be bid separately in the fall of 2025, with a goal of completion by winter 2026.

Member Christenson inquired about potential work on the Rock Café. Mr. Dinkeloo explained that while a larger renovation had been discussed, the planned upgrades for the kitchen and server areas had been scaled back. Mr. Lents added that a full reconfiguration was considered but ultimately deemed too costly. Instead, the current bid package includes a refresh of the space, including relocating the dishwashing station to reduce congestion—an essential request from the Food Service Director. Additionally, plumbing and drainage improvements are planned to resolve existing drainage issues in the Rock Café kitchen.

It has been decided that all five alternates proposed in the bid package will be included in the project scope. However, all parties have been informed that the gym floor replacement will not be completed before the start of the school year. Despite this, the planned improvements to the athletics area entrance and the new gym floor will significantly enhance ADA accessibility.

Member Kehoe asked whether the planned water station count meets the requirements of the Filter First legislation. Mr. Lents confirmed that the project will meet and exceed these standards.

The total award recommendation includes a \$10,000 allowance for athletic equipment, a \$40,000 allowance for terrazzo flooring, and a \$630,000 construction contingency. Bid tabulations, project summaries, and award recommendations are included in today’s packet, and the item will be presented for first reading on Tuesday evening.

BP #EL-5 Farrand Elementary Furniture Purchase – Ms. Minnick introduces Jen Maino from TMP Associates to present information on the furniture purchase for Bid Package #EL-5, Farrand Elementary. This process began last year and included input from stakeholders and staff from previously renovated buildings, who shared their experiences with the district’s standard furniture selections.

Ms. Maino provides an overview of classroom layouts and discusses the selected pieces for various areas, including resource rooms, the learning commons, the music/stage area, the STEAM/workshop space, and the main office. Farrand also requires a new welcome desk and main office storage solutions.

The furniture installation will occur in phases: some furniture will be placed in existing classrooms before the start of the school year, while furniture for the new addition—such as the art and music rooms—will be installed approximately six months later.

Quotations for the Farrand Elementary Furnishings Package were received from multiple furniture contractors using cooperative bid contracts for pricing. The selection process incorporated feedback from previous elementary projects and included input from District Administration, the building principal, and staff. The scope covers classroom and media center furnishings, with additional options for main office furniture and high-density seating at the principal’s request.

A phased installation is planned, with Phase 2 scheduled for early 2026. TMP recommends a ‘not-to-exceed’ budget for Phase 2, including a 10% contingency to cover any possible future price escalation for installation or shipping.

Financial Update for January 31, 2025 – Attached is the financial report as of January 31, 2025, comparing the General Fund Original Budget to Actuals, with percentage variances at both the function and object levels. Because school district revenues and expenditures do not follow a uniform monthly pattern, a one-year lookback to 2023-24 is included for context.

As of January 31, the district has received 46.0% of total budgeted revenue, compared to 50.0% at the same time last year. Total expenditures are at 55.3% of the budget, slightly lower than last year's 57.6%. Fund balance trends remain in line with expectations, considering the timing of revenue collection.

Ms. Malbon notes that significant variances in the maintenance and transportation budget lines are due to recent blanket purchase orders. These purchase orders encumber funds for transportation and custodial costs, streamlining the approval process but unintentionally skewing the financial report figures. To provide a clearer picture, the February report will include comparisons without these encumbrances.

Additionally, adjustments to budget line items will be incorporated into the upcoming first budget amendment. Ms. Minnick shares that she and Ms. Malbon will meet with the Assistant Superintendent for Finance at Wayne RESA tomorrow to review revenue figures.

Purchasing Policy Discussion – At the request of Member Kehoe, Ms. Minnick has included in the packet a copy of the current purchasing board policy #6320, the supporting administrative guidelines, and the NEOLA Technical Correction, for Committee discussion.

Member Kehoe noted that the policy does not currently address purchased services, regardless of cost, though state legislation requires it only for repairs and improvements. With the volume of software and other expenditures for contracted services, he questioned whether the Board should review and possibly approve these expenses similarly to capital purchases. He suggested discussing this with the Policy Committee and the Board to explore options for enhanced oversight.

To gain better visibility into these expenditures, Member Kehoe requested a report listing all purchased services transactions by vendor that exceed the State's bid threshold over the course of a fiscal year. He asked that the report categorize each item and indicate whether vendors are under contract.

While he is not seeking to change the existing policy at this time, Member Kehoe wants to review these expenditures before considering further action. He also raised the question of whether certain categories of expenses should be subject to Board review, while routine operational costs may not require additional oversight.

Citizens Applicants – Member Kehoe will send invitations to all applicants to attend the March 6th meeting for interviews at the top of the agenda.

Adjourn: 7:18 p.m.