



Finance & Operations Committee

April 3, 2025

MINUTES

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

District staff: Merritt, Minnick, Lents, Rice, Salzer, Steinman, Jory **Others Present:** John Johnson

Citizen Representatives: Roderique, Johnson, DeMers **Presenters:** Matt Stockert, Brian Jessie/ Barton Malow; Todd Fleming, Jennifer St. Louis, and Jamia Torrence /ABM, Inc.; Angie Rivers, Scott Hingston, Steve Williams, and Anika Evans /Durham Student Services

Public Comments – none.

Approval of Prior Meeting Minutes – March 6, 2025 - approved.

Technology Bid Package #T-11 - High School Projector & AV Equipment Replacement

The district solicited bids to replace failing high school projectors and upgrade AV equipment at Farrand Elementary and Salem High School as part of bond project work. After reviewing four bids and gathering staff and student feedback, the recommendation will be to replace projectors with 75" SMART Board MX series interactive flat panels (IFPs) from VSC, Inc., the highest-rated and lowest responsible bidder.

Selection Process & Implementation:

- Staff Survey: 75% favored IFPs; exceptions will be handled case-by-case.
- Site Walkthroughs will be conducted with bond tech consultants and principals to address specific needs.
- Communication will be ongoing with impacted staff to accommodate preferences.
- Phased Installation Plan:
 - Summer 2025: Canton & Starkweather
 - Summer 2026: Salem & Plymouth
- Warranty: 7 years from installation date.
- We will plan on retaining functional projectors from Canton HS for interim replacements.
- Technology: Primarily hard-wired, with sufficient bandwidth for wireless use.

The bid is recommended for award to VSC, Inc., ensuring alignment with bond project timelines.

2nd Quarter Key Performance Indicator (KPI) Reports

Custodial (ABM) - Custodial & Facilities Update

Todd Fleming (ABM) introduced General Manager Jennifer St. Louis, who presented a KPI report on daily building inspections and introduced new manager Jamia Torrence. The presentation featured revised slides for improved clarity, highlighting second-quarter performance trends over the past three years. With reduced staff turnover compared to previous years—a factor historically tied to lower performance—inspection scores have improved.

When we look at slides pertaining to acts of vandalism that have occurred in restrooms at P-CEP, Ms. St. Louis noted an increase in adult supervision and restroom security. She also shared that they have been focused on getting out in front of these events. Ms. St. Louis reported recent incidents of vandalism at the high schools. In response, additional security patrols, increased custodial presence, improved communication, and quicker response times have been implemented.

The current custodial staffing is at 94 employees (92 FTE), with a target of maintaining full staffing. Member Kehoe reminded the team that, per contract, staffing should include a 10% overage to accommodate substitutes (totaling 99 FTE). He also requested quarter-over-quarter comparisons for high school restroom cleanliness.

Looking ahead to Q3, goals include building relationships between Jamia Torrence and the schools she supports, strengthening quality control efforts, planning for summer projects, and enhancing safety and recruitment efforts.

Mr. Fleming reported progress in recruitment efforts and mentioned that custodial support for the new PHS Natatorium is being provided by a non-contractual staff member.

Member Kehoe inquired about the potential use of a saltwater brine product in place of traditional road salt, requesting cost estimates and equipment requirements. Randy Rice will follow up.

Randy Rice, P-CCS Facilities Manager, provided an update on the Master Library work order system, which tracks maintenance, custodial, and IT requests. Member Kehoe expressed satisfaction with the progress and asked if he felt that staff are finding the new system helpful. Mr. Rice acknowledged that awareness could improve, and plans to attend staff meetings and collect feedback from students, parents, and coaches. Mr. Lents shared that feedback from the Leadership Team on the Master Library system has been positive.

P-CCS Internal Custodial – This reporting was introduced last year to track data related to the new Master Library work order system, covering tasks completed by building plant engineers, grounds staff, skilled trades, and contracted custodial services. Mr. Rice provides an overview of the report and internal workflows, while Mr. Lents discusses communication around work orders, handling duplicate requests, and outlines the “7 different purposes.” Data is broken down by building, building type, and request status (submitted, completed, in progress).

Next steps include ongoing staff training in the Master Library system, addressing aging HVAC equipment, restructuring the grounds department for improved accountability and prioritization, and realigning responsibilities to reflect the current work environment.

Mr. Lents also notes that the new chiller for Salem has arrived, and the new RTUs for Canton High School are expected in April.

Transportation (Durham School Services) - Ms. Minnick provided new members with an overview of the district's transportation services. Angela Rivers, General Manager of Transportation, then presented the Q2 2025 transportation KPI report, comparing it to Q2 2024. Staffing remains at full capacity, with a sufficient pool of casual drivers available to cover absences.

Key metrics include cost per mile/day, average daily ride time, on-time performance, accident statistics, and recruitment and retention incentives. While preventable accidents have decreased, Q2 recorded 13 preventable and 5 non-preventable incidents. To enhance safety, additional evaluations have been implemented, more staff assigned to safety oversight, and trainers now conduct ride-alongs and provide retraining as needed.

At Member Kehoe's suggestion we have included data on the external transportation providers used for students requiring specialized or homeless transportation. Currently, the district notifies Durham, which coordinates these services through outside vendors. However, Ms. Rivers expressed interest in transitioning these services in-house in the future.

Ms. Rivers introduced Anika Evans, a newly appointed recruiter dedicated to transportation staffing, who has already seen early success in her role.

2025-2026 Annual Budget Survey Results Discussion – Member Kehoe provided new committee members with an overview of the Community Budget Survey process. This year, the survey received 33 responses. The committee reviewed the presentation to discuss each suggestion, clarify the appropriate category, and determine the most effective way to present the input. Treasurer Kehoe will deliver the final presentation on Tuesday evening.

Financial reports ending February 28, 2025 – Due to time constraints, review of the February financial reports was deferred to the next meeting

New Citizen Representative Material Request - Ms. Minnick shares that she received a request from one of the new citizen's on the committee members to perhaps offer training in school funding and our budget reports. Ms. Minnick will share materials that we provide to new board members for review, and will be available to answer any specific questions that come up.

Adjourn: 8:47 p.m.