



Finance & Operations Committee

April 17, 2025

MINUTES

Meeting called to order: Member Kehoe at 5:00 p.m. **Board members:** Kehoe, Picard (Christenson absent)

District staff Present: Merritt, Minnick, Malbon, Lents, Rayl, Vartanian-Gibbs, Meier, Tyszkiewicz, Salzer, Steinman, Salzer, McDaniel, Opfermann, Jory **Others Present:** John Johnson

Citizen Representatives: Roderique, Johnson, DeMers

Public Comments – Mr. Johnson compliments the new citizen members of the committee for their commitment.

Approval of Prior Meeting Minutes – April 3, 2025 - approved. Mr. Roderique pointed out some formatting errors, which have been noted and will be revised.

Purchase of Track Equipment for Third Stadium – Ms. Minnick introduces Beth Rayl, Chief Academic Officer, to present a recommendation for the purchase of track and field equipment to support the third stadium at P-CEP. The equipment will be purchased from Aluminum Athletic Equipment Company (AAE) using consortium pricing through the TIPS/TAPS consortium #230203. The total cost is \$116,354.60 and will be funded by the 2023 Bond. There is discussion about the different equipment needed and which track events our teams participate in. We discuss the funding types that can be used for this type of purchase.

Early Childhood Playground Additions – Dodson and Isbister – Matt Lents, Elizabeth Vartanian-Gibbs, Caitlin Opfermann, Early Childhood Director

To meet licensing requirements for Early Childhood Learning programs, the district recommends the installation of compliant playground equipment at Isbister and Dodson, which currently lack appropriate structures for children ages 2–5. The proposed equipment will be purchased and installed by Sinclair Recreation from Game Time, LLC under OMNIA contract #2017001134 at a cost of \$79,677.18 per school. Additionally, the district requests a not-to-exceed amount of \$50,000.00 per school for site work including sub-grade preparation, drainage, layout, fencing, and restoration, coordinated with TMP Architects. The total request is \$259,354.36, funded by 2023 Bond Funds. This installation will be completed this summer.

After discussion and questions, it is decided that there is more clarity and detail needed on the budget allocated for these playground sites, and the exact site work and drainage need to be clarified before this item can move forward. This item can be brought back to the next committee meeting, and afterwards we may consider this going to the Board agenda as a first and final reading, if necessary. In response to Mr. Demers' question regarding shipping and installation costs, it was explained that the pricing—secured through the competitively bid OMNIA consortium contract—includes both shipping and installation. The district will only be

responsible for preparing the site on which the equipment will be installed. Mr. Lents can provide specific warranty information when we discuss this item at the next meeting.

Ms. Vartanian-Gibbs shares that preschool takes place at 8 buildings this year, but locations may change for next school year. Allen Early Learning Center and the Kiddie Kampus at Canton High School are already compliant. Gallimore, which houses 6 classrooms, will undergo renovation during the summer of 2026, and will be made compliant at that time. Hoben has a smaller preschool population, and they have a structure on site that is compliant for ages 2-5. Dodson and Isbister are the two sites that require this upgrade this summer.

Purchase of Chromebooks for P-CEP – Ms. Minnick introduced Mr. Salzer and Mr. Steinman, who presented a recommendation to replace aging Dell 3100 Chromebooks, originally purchased during the 2019–2020 school year. The devices are experiencing increasing maintenance issues, and projected cost escalations further support the need for timely replacement.

The proposal includes the purchase of 3,700 Dell 3120 2-in-1 Chromebooks, which offer enhanced performance, increased RAM, and a touch screen convertible design. These devices will support the ongoing 1:1 technology initiative at PCEP high schools and will be procured through People Driven Technology using the Midwestern Higher Education Compact (MHEC) contract.

Each unit will include the Chromebook, a protective shell, a 4-year warranty, and accidental damage protection. While such purchases are typically made in May or June, the team is requesting to expedite this purchase due to current market volatility and supply chain considerations, in order to maximize the likelihood of delivery before the start of the next school year.

Chromebooks being replaced may be redeployed for use in media centers or other areas of need, resold, or recycled, depending on their condition.

The committee also discussed the various deposit and insurance options available to families as part of the district's device management program.

Food Services Update Presentation – Ms. Minnick introduced Kayla McDaniel, Director of Food and Nutrition Services, who provided a comprehensive presentation on the P-CCS Food Services Program. The presentation included an overview of the department's organizational structure, highlighting a team of 90+ employees.

Ms. McDaniel detailed the various components and initiatives of the Food & Nutrition program, emphasizing how the department has successfully met its dynamic plan goals, maintained program excellence, and complied with all Michigan Health Department requirements. The presentation also underscored the department's commitment to delivering a positive and supportive employee experience for its staff, as well as providing students with nutritious meals in a welcoming environment that supports their health, well-being, and academic success.

CRG Mapping License Renewal – P-CCS Director of Safety and Security, Josh Meier, presented a recommendation to renew the district’s partnership with Critical Response Group (CRG). He provided an overview of the program’s value, noting that the district received State of Michigan grant funding in 2023 to implement CRG’s detailed building mapping system. These maps are designed to support emergency response planning and daily security operations, and are accessible to local law enforcement and first responders.

To align with ongoing bond projects and security enhancements, the district recommends a two-year renewal of its CRG licensing agreement, which includes unlimited updates throughout the contract term. This sole source contract will be funded through State of Michigan 31aa School Aid Funding, with a total cost not to exceed \$31,030.

Bond Work Requested Change – Salem HS Gym Floor Replacement Project: Ms. Minnick informed the committee that Salem High School administration has requested to move the start date for the gym floor replacement to begin May 5th, rather than waiting until the conclusion of the school year. Mr. Tyszkiewicz and Mr. Lents have been working closely with Salem leadership to assess the feasibility of this adjustment. To ensure student safety, there will be no access to construction areas while students are in the building.

While summer basketball practices and events can be relocated, there are concerns that a delayed completion could impact fall sports schedules and Physical Education classes. Beginning the project earlier would set a target completion date of October 31st. The P-CEP leadership team will coordinate with Facilities, the Bond Team, and contractors to align efforts and manage the revised schedule.

Citizen Committee representative Johnson expressed concern about access to athletic training facilities for the remainder of the school year. In response, Mr. Lents noted that the entire area will be designated as a “hardhat zone” during demolition to ensure the safety of all building occupants.

2025-2026 Preliminary Budget Assumptions and Progress Update – Ms. Minnick presented the 2025–2026 budget assumptions and provided the committee with an overview of the annual budget process. Her presentation included the budget development timeline, relevant historical data, and preliminary assumptions for the upcoming fiscal year.

Revenue projections are based on anticipated enrollment and estimated state aid, while expenditure estimates take into account staffing levels, retirements, collective bargaining agreements, and cost-saving measures. She also shared the guiding principles and key considerations used as a framework during budget development.

Based on current projections, approximately \$5.5 million will need to be drawn from the general fund for the 2025–2026 fiscal year. However, with an estimated \$2.5 million expected to carry over from the 2024–2025 budget, the district is targeting approximately \$3 million in budget reductions. These proposed reductions have been reviewed by district leadership, and feedback has been requested and encouraged from all administrators.

The district will continue to gather input, monitor legislative developments at the state level, and move forward in the 2025–2026 budget planning process.

Financial reports ending February 28, 2025 – Ms. Malbon notes that this is the first month that we are looking at the amended budget, as opposed to the original budget, and based on our last discussion, we have removed the encumbrance amounts, so we are now looking at a more “apples to apples” comparison.

As of February 28, 2025, the district has brought in 55.1% of its total budgeted revenue, which is a bit less than the 56.4% collected by this time last year. This drop is mainly because delinquent tax collections and gate receipts are lower than usual, state aid is down 1.4% due to some funding changes, and certain interdistrict revenues like the enhancement millage are coming in slower than last year. On the spending side, the district has used 62.1% of its budget so far, which is close to where we’d expect with about two-thirds of the year gone by and slightly below last year’s 63.8%. Some spending areas are higher this year, like added needs (due to changes in grant funding and more substitute costs), maintenance and operations (from contract increases and ADA work), transportation (more students and resolved invoice delays), and school activities (due to things like band uniforms and new mascot expenses). Ms. Malbon shared that \$145,000 of the mascot change costs were covered by grant funds.

Ms. Minnick explained that the timing that money comes in does not always align with when it is spent. As the school year goes on, the timing of revenue and expenses should start to line up more closely. These reports will continue to be prepared without including encumbrances so the financial picture is as clear as possible.

Adjourn: 8:35 p.m.