



Finance & Operations Committee May 8, 2025 MINUTES

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

District staff: Merritt, Minnick, Lents, Rice, Tyszkiewicz, Vartanian-Gibbs, Jory

Citizen Representatives: Roderique, Johnson, DeMers **Others Present:** John Johnson

Presenters: D. Dinkeloo, J. Maino/TMP Associates

Public Comments – none.

Approval of Prior Meeting Minutes – April 17, 2025 - approved.

Purchase of Furniture and Equipment – Canton High School Innovation Hub and Robotics Addition

Jen Maino from TMP Architecture presented the proposed furniture and equipment package for the Canton High School Innovation Hub and Robotics addition. Multiple vendor quotations were obtained using cooperative bid pricing. The selections reflect a collaborative design process involving students, staff, and administrators to ensure alignment with the instructional goals of the space. TMP recommends awarding contracts to several vendors through cooperative purchasing agreements. The total project cost is \$62,270.25, which includes a 5% contingency for potential price fluctuations. Funding will be provided through the 2020 Bond allocation for Innovation Hub furnishings and equipment.

Mr. Dinkeloo and Ms. Maino addressed questions related to the layout of the Innovation Hub and Robotics areas, including ADA accommodations.

Emergency Purchase Request – P-CEP Security Infrastructure Repairs

Following multiple lightning strikes on April 2, 2025, the P-CEP campus sustained significant damage to some security equipment. Mr. Tyszkiewicz requested emergency purchasing approval to replace critical components. The Department of Safety and Security, in collaboration with the Technology Department and vendor Security 101, restored partial functionality; however, several components were beyond repair. Approval is requested for up to \$32,756.74 to replace two access control panels at Plymouth High School, three network switches, and several damaged cameras. These costs will be initially covered by the Security Department budget and will be included in an on-going insurance claim for reimbursement.

Mr. Roderique inquired about the potential role of surge protection equipment. Mr. Tyszkiewicz will follow up with IT and Security Departments regarding surge suppression options.

Early Childhood Playground Upgrades – Dodson and Isbister

Mr. Lents presented a proposal to meet state licensing requirements for Early Childhood Learning programs by installing age-appropriate playground equipment for 2- to 5-year-olds at Isbister and Dodson, where such structures are currently lacking. Sinclair Recreation, a previously utilized vendor, proposed a cost of \$79,677.18 per school for equipment and installation. TMP Architects will support additional site work—including drainage, layout, fencing, and restoration—under a not-to-exceed allowance of \$15,000 per school. The total project cost is \$189,354.36: \$159,354.36 for equipment and \$30,000.00 for site work, funded by the 2023 Bond.

Mr. Lents provided background on the original playground allocations in the bond. Member Kehoe noted that the initial playgrounds were designed for grades K–5, and new certification standards now require separate structures for ages 2–5 at preschool sites. Mr. Rice, a formerly certified playground safety inspector, shared the specifications of a preschool-compliant play structure and fall zone.

In response to a question from Mr. Demers, Ms. Minnick explained the bond’s structure and flexibility. The 2020 Bond totals \$275 million over 10 years and is divided into three series. We are currently in Series II (2023 Bond). Adjustments to project scopes may be made as needed to remain within budget, and the timing of Series III will depend on the expenditure rate and future project plans.

Field Elementary Chiller and Condenser Replacement

Due to repeated failures and the complete breakdown of the 40-ton chiller system at Field Elementary School, the Facilities team recommends replacement. Carrier submitted the lowest complete bid of \$76,500.00 through the E&I Cooperative Purchasing Agreement. The replacement will be funded from the 2023 Bond and has an estimated lead time of 14–15 weeks. The District recommends awarding the contract to Carrier.

Because equipment will not arrive until August, temporary cooling measures such as fans will be used for the final 23 days of the school year. Member Kehoe requested that families be informed of the situation.

Financial Reports as of March 31, 2025

Ms. Minnick presented the financial report as of March 31, 2025, explaining each budget line and its components. At approximately two-thirds through the fiscal year, revenue is at 63%, consistent with past years due to the timing of revenue receipts. Expenditures are at 70.7% of the budget. While this differs slightly from the previous year, variances are attributed to timing, changes in funding, and expenditure categories.

Notable increases in expenditures include special education and athletic transportation, student activity costs (e.g., band uniforms, mascot items), and a timing shift in the QSCB debt set-aside payment. The fund balance remains in line with expectations.

Ms. Minnick clarified that the “Non-Voted Debt Service” line refers to repayment of the 2010 QSCB, which will be retired in 2028. Figures for both March 2025 and March 2024 are presented without encumbrances to provide an accurate financial snapshot.

The Maintenance and Operations budget includes safety and security, custodial, and facilities staff costs, as well as investments in infrastructure like concrete work. It also covers the district’s contracted custodial services, which increase annually as square footage grows.

In response to a question from Member Kehoe, Ms. Minnick will explore ways to differentiate between recurring and one-time expenditures in the Operations budget.

Member Picard inquired about whether staffing and support budgets are being adjusted in light of declining enrollment. She asked whether current support programs such as SEL and psychology services are having measurable impacts.

Ms. Minnick reviewed five categories under Supporting Services that Member Picard asked for clarification on:

- **Pupil Support** (e.g., counselors, nurses, SE consultants)
- **Instructional Support** (e.g., PD, media centers, instructional tech)
- **General Administration** (e.g., Board and Superintendent Office, legal, audit, marketing)
- **School Administration** (e.g., office staff, supplies, phone service)
- **Central Services** (e.g., HR, student services, non-instructional tech, data/assessment)

She noted that while most of these services initially supported special education students, over the last several years their use has expanded to more student groups. Superintendent Merritt added that although enrollment has declined overall, the number of students with IEPs has increased.

Ms. Minnick also provided information on reference materials related to Michigan's school accounting standards, and shared that Bulletins 1011 and 1014, which members can access online, compare district spending by category. She noted that these reports show P-CCS has done a great job of prioritizing classroom funding.

Salem High School Gym Floor Update

Mr. Lents provided an update on the gym floor replacement project. As of this meeting, the District has not received the required building permit from the State of Michigan. If the delay continues, the project start may be need to be postponed until after February 2026. The target start date would then be March 1, after the conclusion of basketball season, allowing gym classes to remain scheduled for the first semester.

Adjourn: 6:45 p.m.