



Finance & Operations Committee

June 5, 2025

MINUTES

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

District staff: Merritt, Minnick, Malbon, Jory **Citizen Representatives:** Roderique, Johnson (DeMers absent)

Others Present: Joann Lamar and 3 representatives from the P-CEP Eco Club

Public Comments – none.

Approval of Prior Meeting Minutes - May 22, 2025 - approved.

2024-2025 Final Budget Amendment - Ms. Minnick presented the 2024–25 Final Budget Amendment, summarizing general fund revenues and expenditures. She explained the components of each budget category and provided an update on the fund balance. Member Kehoe asked about the 1% (approx. \$2.5M) typically unspent each year and whether it could be shown as part of the 2024-25 budget plan. Ms. Malbon clarified that the unspent amount is confirmed during the year-end audit, once all expenses are finalized. To improve clarity, Ms. Minnick will add this explanation to Tuesday's proposed budget presentation.

The presentation also covered updates on other funds: capital improvement, debt service, internal service (self-funded healthcare), and the five special revenue funds. The slide outlined beginning and ending balances, revenues and expenditures for each.

The team reviewed comparative budget slides showing last year's actuals, the March Mid-year amendment, and proposed final figures with variances. Revenue adjustments were minimal, with a net increase of approximately \$14,000. A drop in local tax revenue was offset by increased state funding.

Expenditure updates reflect more accurate projections for salaries, benefits, and retirement costs, including June payroll. Spending is categorized into instruction (e.g., K–12, special education, CTE), supporting services (e.g., counseling, administration, operations), and other financing uses (e.g., indirect costs charged to other funds). Additionally, \$472,000 in debt payments for 2010 Qualified School Construction Bonds is budgeted to be transferred from the general fund to the debt service fund, and a general fund transfer to support the community services fund is budgeted, which continues to face post-pandemic revenue gaps.

2025-2026 Proposed Budget - Ms. Minnick presented the proposed 2025–2026 budget, including key information on foundation allowance and enrollment projections. In an effort to reduce spending by \$3 million, the district made reductions across the board—and ultimately identified about \$3.2 million in total savings. Ms. Minnick explained the projected revenue and expenditure variances and outlined scenarios contributing to those differences. It is noted that without the \$5.7 million in total cost reductions, the district would face an \$11 million shortfall. She also highlighted the district’s fund balance target, with best practices recommending 15% of expenditures, board policy requiring 10% of expenditures, and the state minimum set at 5% of revenues. The presentation concluded with next steps, including monitoring legislation, optimizing enrollment and staffing, and strategically using grants and categorical funds.

Crossing guard discussion – P-CCS has been facing challenges for several years now when it comes to recruiting and retaining enough crossing guards. Right now, we work with Edustaff to fill those roles, so our crossing guards are Edustaff employees. But we’re starting to look at a more complete solution.

Safety is always our top concern, and we also have to think about liability and the risk of injuries. One of the issues with our current arrangement is that Edustaff doesn’t have a pool of substitute crossing guards. So, when a crossing guard doesn’t come to work, we’ve had to pull in our own staff—such as grounds and maintenance team members—to fill in. That takes them away from their regular work on our facilities, and means we’re having to pay overtime, which adds to our costs. Normally, the cost of crossing guards is split with our local municipalities. But when we use our own staff as backup, the district ends up paying more. The best option is to look for a partner who can hire, train, and manage crossing guards, and also have subs ready to step in as needed.

As we explore these options, we also want to retain the current crossing guards who already work with our students. Just like our bus drivers, they’ve built strong connections in the community and with our kids, and that’s something we value. So, part of our plan includes finding a way to keep those employees who are in good standing as part of any new solution.

This topic will be on the June 19th agenda for further discussion.

Additional Comments – Ms. Joann Lamar attended the meeting with three members of the P-CEP Eco Club, who are eager to support an EV Bus program at P-CCS. They noted that government grants are available to help districts afford electric buses. Ms. Minnick shared that the district has been exploring this idea and remains committed to looking into greener options for the bus fleet.

Adjourn: 5:53 p.m.