



Finance & Operations Committee

December 18, 2025

MINUTES

Meeting called to order: Christianson 5:02 p.m. **Board members:** Christianson, Picard (Kehoe-absent)

District staff: Minnick, Malbon, Lents, Rice, Tyszkiewicz, Jory **Citizen Representatives:** Roderique, DeMers,

Johnson **SVU Student Representatives:** Mahika Srivastava, Neha Aekka **Visitor(s):** J.J. Lockwood

Presenters: St. Louis, Fleming, Torrence, White, and McDonnell/ABM Services

Public Comments – none.

Approval of Prior Meeting Minutes – December 4, 2025 - approved.

Transportation KPI Report – Durham School Services – Mr. Tyszkiewicz delivered the 2025-26 Quarter 1 Transportation KPI update from Durham School Services for the period of September 1 through November 30, 2025, including a comparison to the same timeframe last year. The update covered staffing levels, route coverage, recruiting efforts, and overall service delivery, reflecting continued stability and improvement in transportation operations.

Key performance measures reviewed included on-time performance, route efficiency, and cost-related indicators, along with discussion of factors that impact transportation costs and service levels. Safety metrics were also reviewed, including accident trends, miles between accidents, and driver experience, as well as ongoing efforts to reduce incidents through training, evaluations, and coaching.

Durham shared updates on recruitment, retention, and safety initiatives and noted that these areas will continue to be monitored and reported in future quarters. Mr. Tyszkiewicz also acknowledged the dedication of the district's bus drivers, noting their strong work ethic and involvement in giving back to students and the community, including hosting a district-wide Trunk-or-Treat event in October.

Custodial KPI Report - ABM Services – Jennifer St. Louis, P-CCS Custodial General Manager, presented the Quarter 1 custodial KPI update from ABM for the period of September 1 through November 30, 2025. The presentation provided an overview of custodial operations, staffing, training, and service delivery across district buildings, along with a review of successes and ongoing challenges experienced at the start of the school year.

ABM shared updates on inspection activity, cleanliness trends in high-traffic areas, work order responsiveness, and coordination related to school events and construction projects. Key focus areas included communication, scheduling, snow readiness, equipment reliability, safety, quality control, and staff development.

The presentation also highlighted employee recognition efforts, positive feedback received from schools, and goals for the second quarter. These goals include improving communication, reducing the number of open work orders, decreasing the time between receipt and completion of work orders, supporting major floor projects during school breaks, and continuing efforts related to staffing, retention, and safety. Additional emphasis will be placed on strengthening communication for custodial support related to facility rentals and event coordination.

ABM also reported on a pilot program conducted on maintaining the terrazzo flooring at Liberty Middle School using a new cleaning product. The results were very positive, and plans are in place to eventually roll out use of this product across all terrazzo areas district-wide.

Recommendation to Purchase Two John Deere Gator Vehicles – The Facilities team talked about the importance of protecting the concrete walkways and landscaping at P-CEP. Using lighter utility vehicles helps reduce wear on these areas, makes snow removal more efficient, and allows the equipment to be used at other district locations as well. The District already uses a Gator at P-CEP and has been very happy with how it performs.

Currently, one utility vehicle is used at P-CEP mainly for landscaping tasks, including snow removal and salting walkways. The team noted that similar vehicles would also be helpful at other sites, especially elementary schools with large concrete areas and long sidewalks.

The Department recommended purchasing two 2026 John Deere Gator XUV 845M HVAC utility vehicles and two BOSS 6'6" snow plows from Hutson, Inc. through the State of Michigan MiDeal contract. The total cost is \$74,896.34 and will be covered by the 2025–26 maintenance equipment replacement budget. The units include a 12-month/1,000-hour warranty, with an estimated lead time of about five months.

Mr. Rice also shared that, since all three high schools are located on one campus, maintenance and grounds staff have been reaching out to smaller colleges to learn about their landscaping and maintenance practices, with the goal of improving and streamlining operations at P-CEP.

Financial Reports as of November 30, 2025- The General Fund financial report as of November 30, 2025, compares the original budget to actual activity with percentage variances. Although July through November represents approximately 42% of the calendar year, activity does not occur evenly; therefore, a comparison to the same period in FY 2024-25 is provided.

Revenues total 32.5% of the annual budget, 0.4% higher than the prior year. Expenditures total 38.1% of budgeted amounts, 0.8% higher than last year. Variances are considered nominal and largely related to timing differences, payroll encumbrances, grant allocations, transportation insurance recognition, and increased specialized transportation costs. The net change in fund balance remains consistent with expectations and will be adjusted during the mid-year budget amendment process.

Crossing Guard Program Update – Mr. Tyszkiewicz provided an update on the ACMS crossing guard contract for the 2025–26 school year. The program continues to operate smoothly, with no reported safety incidents, all guards fully trained, and consistent coverage at all crossing locations. Staffing levels exceed contractual requirements, including the use of relief guards to ensure coverage during absences.

ACMS has met all contract expectations, maintained full service at all locations, and remained within budget, with no additional costs or change orders to date. Several Committee members shared positive feedback based on their interactions with the crossing guards, noting their friendliness and strong visibility at assigned posts. Overall, the Committee expressed satisfaction with ACMS's performance to date.

Adjourn: 6:15 p.m.