



Finance & Operations Committee

February 5, 2026

MINUTES

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

District staff: Minnick, Malbon, Salzer, Steinmann, Jory **SVU Student Rep:** n/a

Citizen Representatives: Roderique, Johnson **Presenting:** M. Stockert/Barton Malow

Public Comments – none

Approval of Prior Meeting Minutes – January 22, 2026– Approved.

BP #T-12- E-Rate Network Infrastructure and cabling for upcoming bid packages – Mr. Salzer and Mr. Stockert are here to present two bond technology packages related to summer 2026 projects. Plymouth-Canton Community Schools requested bids for network and cabling work needed to support upcoming bond construction projects at Gallimore and Hoben elementary schools, Discovery Middle School, Salem High School, and the P-CEP Athletics concessions area. This work ensures the buildings are ready for technology in new and renovated spaces planned for the 2026–27 school year. Seven bids were received, and the work includes items such as data connections, fiber, network switches, and wireless access points. About half of the project cost qualifies for federal E-Rate reimbursement, with the district expecting to receive approximately \$73,000 back. Based on bid evaluation and prior experience, we recommend awarding the work to Nerds Xpress and People Driven Technology. The total project cost will not exceed \$204,719, will be funded with 2023 bond dollars, and the technology work will be coordinated with construction to protect and reinstall equipment as needed.

Bid Package T-13 – Technology Equipment for Renovated and New Spaces

P-CCS requested bids for technology equipment as part of the 2020 Bond Program to support new and renovated spaces at Gallimore and Hoben elementary schools, Discovery Middle School, Salem High School, and P-CEP Athletics. This work includes classroom and building technology such as audiovisual systems, clocks and public address systems, security access controls, and video cameras. Nine bids were received, and the scope was developed to match construction plans, including removing and reinstalling existing equipment as needed during construction. Based on bid review and prior experience, Mr. Salzer and Mr. Stockert recommend awarding the work to TEL Systems, SoundCom Systems, and Security 101. The total project cost will not exceed \$654,823, will be funded with 2023 bond dollars, and the technology work will be coordinated with construction schedules to minimize disruption.

Award District Fiber Maintenance Service Contract – To remain eligible for federal E-Rate funding, the district issued a competitive bid for ongoing fiber network maintenance, as the current contract expires on June 30, 2026. Two bids were received, and after review by the district’s technology staff, bond technology consultant, and the district E-Rate representative, Western Tel-Com was recommended for a new three-year agreement. The contract covers routine maintenance and emergency repairs to the district’s fiber network. For reimbursement purposes, the annual maintenance amount submitted under E-Rate was increased to a not-to-exceed \$60,000 to allow flexibility if unexpected repairs are needed; this does not require the district to spend the full amount. Costs will be paid from the General Fund and reduced through E-Rate reimbursement, shared agreements, and insurance coverage. Western Tel-Com originally installed the district’s fiber network and has continued to maintain it, giving them extensive familiarity with the system.

Purchase of 450 HP ProBook Laptops- Staff reviewed a recommendation to purchase 450 new Windows laptops to replace remaining HP 450 G5 devices purchased in 2018. These older laptops cannot run Windows 11 and will no longer receive security updates, creating increased cybersecurity risk. While most staff laptops were replaced in 2021 using federal funding, about 400–450 older devices remain in use to cover equipment failures. The original plan was to replace them in summer 2026, but rising hardware costs and limited price guarantees led staff to recommend moving the purchase sooner. After evaluating several options, staff selected a 16-inch HP ProBook based on performance, usability, and overall value. All remaining HP G5 laptops will be fully retired by the end of the school year. This purchase will be fully district-funded, made through a state cooperative contract, and supports standard device lifecycles while reducing security risk and avoiding higher future costs.

2025-26 Mid-Year Budget Amendment – Ms. Minnick and Ms. Malbon presented the 2025–26 Mid-Year Budget Amendment, explaining that this is a routine update to keep the district’s budget accurate as actual enrollment, funding, staffing, and costs become clearer during the school year. The presentation reviewed enrollment and funding trends, inflation pressures, and fund balance levels, including how fund balance is used as a measure of financial stability and cash flow. Key budget adjustments included updates to revenue projections, finalized retirement costs, staffing and benefit changes, educator compensation funding, tuition costs for online and dual enrollment programs, operational service adjustments, and reduced textbook spending. After the amendment, the district’s projected fund balance remains within recommended guidelines and aligned with board policy. Administration also discussed the district’s credit rating and the importance of ongoing financial monitoring and long-term planning as the district prepares for future budget challenges.

Adjourn: 6:14 p.m.