



## Finance & Operations Committee

May 7, 2026

### MINUTES

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

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

**Presenting:** N. Miller/ TMP Associates **Citizens Comments:** Steve Gentilia, Megan Rutkowski

#### **Public Comments –**

- Megan Rutkowski, Farrand parent, shared concerns regarding building cleanliness, grounds maintenance, and the overall appearance of the school campus. Administration thanked Ms. Rutkowski for bringing the concerns forward and discussed steps being taken to address the issues raised.
- Steve Gentilia – requested an update on Salem Gym floor project and athletic facilities at Salem HS.

**Approval of Prior Meeting Minutes – March 19, 2026–** Approved.

**BP #MS-3 Discovery MS – Purchase of Furniture and Equipment Part 2 –** Natalie Miller of TMP Architecture presented the proposed MS-3 Discovery Middle School Furniture Package 2, which focuses on furnishing three former computer lab spaces that had become underutilized. The redesigned spaces include a flexible breakout classroom, a conference/collaboration room, and a sensory lounge intended to support a variety of student and staff needs throughout the building. Ms. Miller explained that the layouts and furnishings were developed collaboratively with district and building administration, including Discovery staff, with an emphasis on flexibility, collaboration, and supplemental instructional use.

The committee reviewed the intended use of each space in detail. The north classroom will function as a breakout space accommodating up to 32 students with flexible seating arrangements and collaborative furniture options. The east conference room will feature movable flip-and-nest tables and chairs that can be reconfigured for large or small group meetings and activities. The south sensory/lounge space was designed to support students' sensory and emotional needs through a variety of movement, reflection, touch, and lounge furnishings. Committee discussion included questions regarding the functionality, durability, clean-ability, and long-term upkeep of several sensory furniture pieces, including the "nest" and grassy seating components. TMP representatives explained that the furnishings are commercial-grade.

Ms. Minnick also clarified that this furniture package is separate from the larger Discovery furniture purchase previously approved and is being funded from remaining budget capacity within the original allocation. Even with the addition of these three spaces, the overall Discovery furniture project remains under budget. The total recommended cost for Furniture Package 2 is \$89,376.12 utilizing multiple cooperative purchasing contracts. Installation is anticipated to occur during the fall following the start of the school year, as the spaces are supplemental rather than primary classroom instructional areas.

**One-Year Renewal of Contract with ABM Education Services** - The committee reviewed a proposed one-year renewal of the district's custodial services agreement with ABM Education Services. Ms. Minnick explained that the recommendation would continue the district's current partnership with ABM while allowing additional time to evaluate long-term custodial service options and operational needs as part of ongoing budget reduction discussions. Administration noted that ABM has shown improvement over time, particularly under the leadership of the current on-site general manager, and has remained responsive in supporting the district during periods of increased operational demand related to bond construction activity and expanded facilities.

Discussion included a review of the proposed contract increase, staffing levels, wage adjustments, and the impact of additional square footage resulting from recent bond projects and building additions. Committee members asked questions regarding staffing allocations, particularly substitute coverage expectations, and how custodial staffing levels are monitored and reported. Administration clarified that the district receives regular staffing reports and emphasized that ABM is currently meeting the staffing obligations outlined within the agreement.

Committee members also discussed overall building cleanliness, whether current staffing levels are enough to meet expectations across the district, and the challenges that come with maintaining an increasing amount of facility space. Ms. Minnick acknowledged that keeping buildings clean and well maintained continues to be an ongoing focus and noted that the district must balance service expectations with current budget realities and operational demands. The committee recognized the progress that has been made in recent years while also agreeing that custodial operations will continue to be closely monitored moving forward.

**Financial Reports as of March 31, 2026**- Ms. Minnick reviewed the March 31, 2026 financial reports and noted that revenues and expenditures remain generally in line with the district's amended budget projections. Revenue collections through March were slightly ahead of the same point last year, while expenditures remained consistent with prior-year trends. Administration explained that several variances continue to reflect timing differences, budget adjustments made during the mid-year amendment process, and changing student support needs throughout the district.

Discussion focused primarily on expenditure variances within added needs and pupil support services, which administration noted are being driven largely by increased special education supports, specialized student aide needs, and related services. Committee members also asked questions regarding variances within general administration expenditures. Administration explained that the favorable variance in that area was largely tied to legal settlement costs that occurred during the prior year and have not repeated to the same extent this year, as reflected in the amended budget.

Overall, administration reported that the district's financial position and projected fund balance remain on track with expectations at this point in the fiscal year.

**Scheduling the F&O Meetings of 5/21 and 6/4/2026** - The committee discussed upcoming scheduling conflicts involving the next two Finance & Operations Committee meetings, as both dates coincide with graduation and honors events taking place at Salem High School. After discussion, the committee agreed to adjust the meeting schedules to better accommodate those events while still allowing adequate time for important agenda items, including budget discussions and bond-related business.

The May 21, 2026 Finance & Operations Committee meeting will begin at 4:00 p.m. and will be held in the conference room off the main office at Salem High School. The June 4, 2026 meeting will instead be rescheduled to Monday, June 8, 2026 at 5:00 p.m. in the 2nd Floor Boardroom at the E.J. McClendon Educational Center.

**Adjourn:** 6:57 p.m.