

Michael D. Cronin
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MEMORANDUM

TO: Sandra Guryan, Deputy Superintendent/Chief Administrative Officer

FROM: Michael Cronin, Chief of Operations

DATE: April 28, 2014

RE: Operations Status Report

Food Service Update

Whitsons Culinary Group has been working with the district to rethink the elementary lunch program with the goal of bringing hot lunches back into the schools where it is possible to serve these meals. Since Lincoln-Eliot already had the serving line infrastructure in place to serve both hot and cold meals, this school was a natural selection for a trial launch. It's exciting to report that Lincoln-Eliot is now serving hot lunches three days a week, with pizza on the fourth day and brown bag lunches on Tuesdays for those who opt in. Students have responded very positively to the inclusion of hot lunches. The average daily participation has risen from 131 to 170 within a two week period increasing the average daily participation rate to 50% (not including pizza days.) Please see attached photos.

Facilities Report

At this time of year, the custodial work force is gearing up for the April vacation. This spring vacation is a bit different from other school vacations. School buildings are being "postured" for summer cleaning by having custodians deep clean areas that are in need but saving projects such as floor stripping and waxing until summer. Other spring work includes converting from heating to cooling in buildings. Given the large temperature swings during the month of April, it has been a challenge to keep the building temperatures comfortable at all times. Those buildings with steam systems become more water laden at the end of the heating season, leading to numerous service calls for loud banging pipes. In those buildings which have automated HVAC controls, temperature fluctuations during "shoulder" months have been minimized.

In partnership with the Public Building's Energy Project Manager, baseline service contract language is being created for the FY 2015 Energy Efficiency Retrofit Program in the schools.

The priority for this program is to properly retro-commission heating system components to provide targeted energy use reduction, energy cost savings, improved climate control and equipment that operates properly to effect a reduction in maintenance costs.

Status Update on Capital Projects

The following list is updated monthly. Once projects are completed, they are noted as such and then removed from the list the following month. This list does not include major school construction projects which are reported on separately in a monthly Facilities Update memorandum to the School Committee.

CAPITAL PROJECTS	STATUS	CIP YEAR Requested by School Committee
Lincoln-Eliot HVAC Distribution System	Completed	FY13
Burr HVAC Direct Digital Controls Conversion	Completed	FY13

Custodial Overtime by Category

With only a few exceptions, custodial overtime hours are keeping pace with last year for this period.

Category	Monthly hours 2/28/14-3/28/14	FY14 YTD Cumulative hours 7/1/13-3/28/14	YTD Total Overtime Expense
Cleaning/Miscellaneous Man Out	742.5	5,603.7	\$ 212,570.3
Construction	0.0	84.0	\$ 3,128.5
OT Pool	0.0	52.5	\$ 1,402.9
Other	30.0	2,075.5	\$ 80,751.9
Package	84.5	448.0	\$ 16,319.7
School Committee	12.0	226.0	\$ 8,450.0
School Events	510.0	3,571.5	\$ 137,090.8
USB Aftercare	13.5	164.0	\$ 5,986.6
USB Athletics	36.5	720.5	\$ 27,038.5
USB Community Education	476.7	2,302.2	\$ 85,478.4
USB Community Groups	413.5	3,269.8	\$ 129,568.0
USB Elections	9.0	335.2	\$ 12,460.0
USB PTO/PTSA	135.0	361.5	\$ 13,508.7
USB Recreation	332.5	2,091.0	\$ 86,181.7
USB Summer School	0.0	5.0	\$ 170.3
TOTAL	2,795.7	21,310.3	\$ 820,106.4

Use of School Buildings

A total of **960** Use of School Buildings permits have been approved since July 1, 2013. The breakdown of permits by type is:

- A= (School related or PTO)
- B= (City youth groups, municipal, day care & Newton community groups)
- C= (Other users including business users [Newton and non-Newton] and non-Newton community groups)

Permit Category	FY 14 Total # of USB Permits Approved YTD 7/1/13 to 4/7/14	FY 14 Total Amount Invoiced 7/1/13 to 4/7/14	FY 13 Total Payments Received 7/1/13 to 4/7/14	FY 14 Total Amount Due from Permits Approved from 7/1/13 to 4/7/14
A	704	\$ 19,535	\$ 15,595	\$ 3,940
B	164	\$ 300,261	\$ 254,148	\$ 40,382
C	92	\$ 333,573	\$ 278,363	\$ 55,210
Total	960	\$ 653,369	\$ 548,106	\$ 99,532
Total Amount Due from B and C Permits				\$ 95,592

Thank you to Paul Anastasi, Carol Chafetz, June McCarthy, Beverly Morong and David Stickney for their contribution to this report.

Hot Lunch
at
Lincoln-Eliot

April 28, 2014

Serving it Up at Lincoln Eliot!!!

Starting in April, Lincoln Eliot will use the School Bus Serving Line in the Cafeteria to offer your students a hot delicious meal as part of the regular priced lunch program. The program will last for the rest of the school year as we introduce “New & Improved” menu items each day for your students!




WHITSONS
School Nutrition


CHEF TREK
CULINARY CARE PROGRAM

