

**NEWTON  
PUBLIC SCHOOLS**

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**MEMORANDUM**

**TO: Sandra Guryan**  
**FROM: Michael Cronin**  
**DATE: April 22, 2013**  
**RE: Operations Status Report**

**Charter Maintenance Update**

<b>Charter Maintenance as of March 31, 2013</b>					
	<b>FY13 Adjusted Budget</b>	<b>YTD Encumb. + Exp.</b>	<b>Forecast Rest of Year</b>	<b>FY13 Projected Final</b>	<b>FY13 Balance</b>
Public Building Repair & Maintenance	\$2,409,323	\$2,386,010	\$148,500	\$2,534,510	-\$125,187
Office Equipment Repair & Maintenance	\$201,822	\$120,014	\$43,180	\$163,194	\$38,628
Building Maintenance Supplies	\$82,500	\$87,723	\$20,689	\$108,412	-\$25,912
Housekeeping Supplies	\$81,511	\$31,281	\$50,000	\$81,281	\$230
Work by Other Departments	\$40,000	\$56,912	\$3,400	\$60,312	-\$20,312
PC Software - Administrative	\$20,091	\$15,677	\$1,255	\$16,932	\$3,159
Consultants	\$10,000	\$10,000	\$0	\$10,000	\$0
Chemicals	\$10,000	\$7,834	\$2,166	\$10,000	\$0
Training Expenses	\$5,403	\$0	\$0	\$0	\$5,403
Solid Waste Collections/Disposal	\$5,000	\$0	\$5,000	\$5,000	\$0
Work Study Wages	\$0	\$10,222	\$0	\$10,222	-\$10,222
Communications Supplies	\$0	\$2,884	\$0	\$2,884	-\$2,884
<b>Total Charter Maintenance</b>	<b>\$2,865,650</b>	<b>\$2,728,556</b>	<b>\$274,190</b>	<b>\$3,002,746</b>	<b>-\$137,096</b>

The charter maintenance budget for FY13 has been increased from its original amount of \$2,228,350 to \$2,865,650 in order to fund special projects of approximately \$200,000. Included within these special projects are: the folding wall at Countryside, an air handling unit at Brown, and the funding of approximately \$100,000 of special preventive maintenance and associated repairs of HVAC infrastructure at various schools. In recent years, the charter maintenance year-end expenditures have been approximately \$400,000 above budget. It is expected that this fiscal year will mirror past spending. Special projects in FY13 have been paid for with funds from utility and health savings. The forecasted expenditure of \$274,190 should cover normal expenses from now until June 30, 2013.

### **Status Update on Capital and Other Building Projects**

The following list of major capital and building projects is updated monthly. Once projects are completed, they are noted as such and then removed from the list the following month.

<b>PROJECTS</b>	<b>STATUS</b>	<b>CIP YEAR Requested by School Committee</b>
Horace Mann Window Replacement	Bid opening date was held on March 28, 2013 and the bid was awarded to Lambrian Construction. Construction will begin in summer.	FY11
Bowen School - Masonry Repairs	Repair general envelope cracks, stairs, and ramps. Assessment complete. Work will begin as soon as weather permits.	FY12
Education Center – Masonry Repairs	Public Buildings met with the architect to review the design and is preparing to bid this project in late April or early May 2013 to enable repairs during the summer.	FY12
Lincoln-Eliot HVAC distribution system	The low bidder is Enterprise Equipment. Since the bid exceeds budget, the City may potentially seek additional funds. Work is planned for the Summer of 2013.	FY13
Burr HVAC Direct Digital Controls Conversion	The project was awarded to Enterprise Equipment. Work is planned for Summer 2013.	FY13
Bigelow - Life/Safety Upgrades	This project to replace the generator and backup system of exit and emergency lights is in process and will be completed in Spring 2013. Work is done 3:00 – 11:00 pm.	FY12
Burr - Life/Safety Upgrades	This project to replace the generator and backup system of exit and emergency lights is in process and will be completed in Spring 2013. Work is done 3:00 – 11:00 pm.	FY12
Electrical Upgrades at Countryside, Franklin, and Memorial-Spaulding	In order to benefit from savings, these upgrades were bundled with the life safely projects at Bigelow and Burr. Completion expected in Spring 2013.	FY12
Peirce – Elevator and Accessibility Upgrades	Installation complete; still awaiting State inspection.	FY12
Newton South – Phase 2 Surveillance Cameras	The 63 cameras for Phase II are operational. Re-labeling of camera names for ease of use for search purposes is in process.	Grant/local match

### **Facilities Report**

Looking at work order comparisons for two of last season’s more problematic HVAC facilities, the results were gratifying. In past heating seasons, Newton South High and Brown Middle School experienced an abundance of heating and ventilation issues. Our PM program coupled with our more proactive approach of making permanent repairs has yielded significant results. The chart below details the HVAC work orders comparing heating seasons FY12 and FY13 for Brown and South. They are broken out into three major areas of service for HVAC: Direct Digital Controls (DDC) is the operation of the system via our computer driven building automation system. Mechanical work orders encompass direct field equipment malfunctions and failures. Supply and Distribution refers to piping, boilers, and associated pumps, etc. What this detail does not address are the incalculable minor adjustments and programming corrections that led to 2013 being far more climatically conducive to a positive learning environment.

	<b>Brown</b>	<b>Brown</b>	<b>South</b>	<b>South</b>
	<b>2012</b>	<b>2013</b>	<b>2012</b>	<b>2013</b>
DDC	12	2	9	8
Mechanical	58	14	43	30
Supply & Distribution	15	16	11	1
<b>Total</b>	<b>85</b>	<b>32</b>	<b>63</b>	<b>39</b>

<b>Custodial Overtime Summary Report 7/1/12 - 3/23/13</b>				
<b>Category</b>	<b>Monthly hours</b>	<b>FY13 YTD</b>	<b>FY12 YTD</b>	<b>YTD Total</b>
	<b>2/24/13 - 3/23/13</b>	<b>Cumulative hours</b>	<b>Cumulative hours</b>	<b>Overtime Expense</b>
		<b>7/1/12 - 3/23/13</b>	<b>7/1/11-3/10/12</b>	
<b>Operations Budget Funded</b>				
Cleaning & Misc.	0	483.3	284.5	\$ 6,386.70
Admin. Work	0	0	0	
Heat/Building Check	6	204.5	226	\$ 8,159.03
Man Out/Coverage	475.9	3,615.90	3,474.00	\$ 139,856.84
Moving	0	60	39.5	\$ 2,367.20
Carpentry	0	79	24	\$ 3,490.38
Painting	0	0	29	
School Committee	2	66.5	70	\$ 14,602.65
Package	45.5	427.5	446	\$ 15,684.94
PTO/PTSA	65.5	342.5	327.5	\$ 13,067.62
School Event	360.5	2,247.50	1,652.50	\$ 87,046.67
<b>TOTAL</b>	<b>955.4</b>	<b>7,526.70</b>	<b>6,573.00</b>	<b>\$ 290,662.03</b>

### **Use of School Buildings**

We have approved a total of **923** Use of Buildings permits since July 1, 2012. 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)

<b>Permit Category</b>	<b>FY 13 Total # of USB Permits Approved YTD 7/1/12 to 4/16/13</b>	<b>FY 13 Total Amount Invoiced 7/1/12 to 4/16/13</b>	<b>FY 13 Total Payments Received 7/1/12 to 4/16/13</b>	<b>FY 13 Total Amount Due from Permits Approved from 7/1/12 to 4/16/13</b>
A	678	\$11,479.00	\$9,306.00	\$2,173.00
B	165	\$ 271,770.68	\$ 246,197.71	\$25,572.97
C	80	\$ 311,143.40	\$ 259,004.40	\$52,139.00
<b>Total</b>	<b>923</b>	<b>\$ 594,393.08</b>	<b>\$ 514,508.11</b>	<b>\$ 79,884.97</b>
<b>Total Amount Due from B and C Permits</b>				<b>\$ 77,711.97</b>

USB Custodial Overtime Summary Report 7/1/12 - 3/23/13				
Category	Monthly hours 2/24/13 -3/23/13	FY13 YTD Cumulative hours 7/1/12-3/23/13	FY12 YTD Cumulative hours 7/1/11-3/10/12	YTD Total Overtime Expense
<b>School Funded</b>				
High School Athletics	34.5	856	676	\$ 31,959.32
Summer School	0	213	214	\$ 8,721.97
<b>Subtotal</b>	<b>34.5</b>	<b>1,069.00</b>	<b>890</b>	<b>\$ 40,681.29</b>
<b>User Funded</b>				
Community Schools	408	2,015.50	1,821.50	\$ 76,458.42
Day Care	9	355	200	\$ 13,237.11
Elections	150	389.5	260.5	\$ 14,905.96
Recreation	286	2,052.50	2,035.50	\$ 83,597.23
Public Building Transfe	3.5	458	272.5	\$ 17,833.15
Other Paid Permits	378.5	2,969.00	3,104.50	\$ 125,271.10
Construction related	0	0	0	
<b>Subtotal</b>	<b>1,235.00</b>	<b>8,239.50</b>	<b>7,694.50</b>	<b>\$ 331,302.97</b>
<b>TOTAL All USB</b>	<b>1,269.50</b>	<b>9,308.50</b>	<b>8,584.50</b>	<b>\$ 371,984.26</b>

*Thank you to Paul Anastasi, Carol Chafetz, Anne Cogan, David Stickney and Beverly Morong for their contribution to this report.*