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**MEMORANDUM**

**TO: Sandra Guryan, Deputy Superintendent/Chief Administrative Officer**

**FROM: Michael Cronin, Chief of Operations**

**DATE: October 27, 2014**

**RE: Operations Status Report**

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**Charter Maintenance Update**

FY15 maintenance projects were completed in all buildings with the exception of the Angier School, which has been relocated temporarily to the newly renovated Carr School building. Summer projects included a wide range of improvements, many of which were construction projects targeted at addressing space needs throughout the district. In addition, there were many other improvements including, painting, flooring, epoxy flooring, upgrading lockers, plumbing and electrical. As some summer projects are continuing to be punch listed, not all invoices have been received or paid at this time. An accounting of costs associated with summer projects will be available in the November report. The following table summarizes the work which was undertaken:

**SUMMER PROJECTS FY15**

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**Construction Projects to address space needs**

Bigelow	Renovation to room G09 to create more usable classroom space by removing doorway entry area and approximately 6 feet of wall.
Bigelow	The girls' locker room was improved by installing 84 additional lockers and a new floor.
Bowen	Rooms 113 and 114 were reconfigured and renovated to meet space needs; including painting and addition of a sink.
Brown	Both the boys and girls locker rooms were renovated to install 298 (girls) and 272 (boys) vented athletic lockers. The project included removing and replacing 120 newer lockers from the locker room and relocating them to the 6th and 7th grade wings of the school.
Brown	Room 148 was renovated to divide a large 8th grade science classroom into two separate spaces, creating an additional special education learning center.

Brown	Rooms 210 and 212 were renovated to remove five high-top science lab workstations in each room to create a more flexible floor plan and more effective use of classroom space. The science workstations were old (original from 1956), outdated and in disrepair. This included demolition and removal of gas, water and drainage pipes.
Cabot	Room 207 was renovated to open up more space and improve its functionality. This room houses all the specialists in the building and doubles as an academic center.
Countryside	Major repairs were completed to insulate and repair siding and trim to all the modular classrooms
Countryside	A new wall was constructed in Room 6 (Inclusion room) to accommodate the ABA program expansion. Half of the room is now ABA and half is Inclusion.
Education Center	In order to create space for two classrooms for the Early Childhood Program, significant relocation and renovation of spaces and mechanical systems were necessary. This included relocating IT offices into a new lower level area and relocating preschool office space. This project required architectural design and build out of spaces, new flooring, removal of asbestos in old flooring, replacement of ceilings, installation of new lighting and data drops, relocation/installation of appropriate mechanical systems and painting.
Franklin	Renovation of teachers' room 207 to create an additional classroom; repairs to the quiet room, including relocation of the entrance door.
Lincoln Eliot	Renovation to the main office to divide it into two administrative spaces
Memorial-Spaulding	Redesign and renovation of the main office suite to expand the nurse's office.
Newton South	Renovation of the library to improve functionality and create a more up to date learning environment. This involved removing walls and study carrels, new carpeting and painting.
Oak Hill	Installed 46 new lockers on the first floor and 28 lockers on the second floor. Repairs and refinishing were completed on 668 existing double tier lockers.
Underwood	A new classroom was created in the former Aftercare room.
Ward	Walls were installed in the library to create separate space for tutorial instruction.

### **Summer Improvement Projects at Various Buildings**

	Electrical, including IT data drops and lighting; 18 projects
	Epoxy flooring - 9 lavatory floors
	Flooring replacements in 33 rooms and 10 corridors at 11 buildings, including primarily VCT and carpet replacement where appropriate. (Does not include flooring included in the construction projects listed above.)
	Exterior grounds and pavement projects by DPW at 7 schools
	Painted 45 rooms and 9 corridors at 14 schools.
	Various other cosmetic repairs
	Converted all student toilet flush valves to "hands-free" at Oak Hill

## **Facilities Report**

As in the past, during the summer, the custodial staff not only had to summer clean the school buildings, monitor camps and summer programs but were also assigned the task of emptying and moving Angier Elementary School to its temporary location at Carr. Teaming with the teaching staff and moving coordinators, the custodians labeled the contents to be moved. At Carr school, the contractors finished the punch list items at the same time the contents of Angier at Carr arrived at Nevada Street. Some items were new from the manufacturer and other items were relocated from the old Angier according to plan. Custodians from several other school buildings were utilized to help with the transition and by September 2<sup>nd</sup> the construction dust was gone and replaced by students and teachers.

Currently, all of the district's boilers have been turned on and are operating on a limited basis. Warm temperatures in early October allowed for automated mid-day shutdown of most boilers. All boiler controls have an outside temperature sensor that automatically shuts down the boilers when the temperature rises. In the past this function was done manually by the custodians in each building.

This summer the planned preventative maintenance (PM) of equipment was completed, as were several new HVAC installations and space modification projects. The PM program expanded significantly by almost 10% from 564 work orders to 618. This included incorporating new equipment at Mason-Rice. Much of the old equipment was a year beyond warranty. In addition, a new program for scheduled preventive maintenance was established on all generators.

The turnover of the Carr school mechanical and other systems from the contractor to the City of Newton transitioned smoothly. The HVAC building automated system is continuously monitored as the first heating season of the renovated Carr begins. Informational sessions and training on electrical systems, intrusion alarm, PA, lighting controls, security cameras, plumbing, and HVAC were conducted for appropriate staff.

<b>Category</b>	<b>FY 15 Monthly hours 9/1/14 - 9/30/14</b>	<b>FY 15 YTD Cumulative hours 7/1/14 - 9/30/14</b>	<b>FY15 YTD Total Overtime Expense</b>
Cleaning/Miscellaneous Man Out	895	1,085	\$ 39,096
Construction	-	-	\$ -
OT Pool	-	-	\$ -
Other	205	696	\$ 27,858
Package	67	119	\$ 4,355
School Committee	4	12	\$ 382
School Events	451	1,790	\$ 69,017
USB Aftercare	3	136	\$ 4,567
USB Athletics	138	189	\$ 6,744
USB Community Education	104	527	\$ 19,163
USB Community Groups	289	991	\$ 35,124
USB Elections	135	135	\$ 4,981
USB PTO/PTSA	44	47	\$ 1,613
USB Recreation	10	1,060	\$ 35,560
USB Summer School	-	-	\$ -
<b>TOTAL</b>	<b>2,344</b>	<b>6,785</b>	<b>\$ 248,460</b>

**Use of School Buildings**

A total of **244** Use of School Buildings permits have been approved since July 1, 2014. 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 15 Total # of USB Permits Approved YTD 7/1/14 to 10/10/14</b>	<b>FY 15 Total Amount Invoiced 7/1/14 to 10/10/14</b>	<b>FY 15 Total Payments Received 7/1/14 to 10/10/14</b>	<b>FY 15 Total Amount Due from Permits Approved from 7/1/14 to 10/10/14</b>
<b>A</b>	190	\$ 18,925	\$ 13,465	\$ 5,460
<b>B</b>	28	\$ 61,733	\$ 58,065	\$ 3,669
<b>C</b>	26	\$ 149,233	\$ 50,077	\$ 99,156
<b>Total</b>	<b>244</b>	<b>\$ 229,890</b>	<b>\$ 121,606</b>	<b>\$ 108,284</b>
<b>Total Amount Due from B and C Permits Only</b>				<b>\$ 102,824</b>

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