



February 27, 2019
Keith Middle School
5:36 P.M.
Pages: 4

**BUDGET WORKING SESSION
OF THE NEW BEDFORD SCHOOL COMMITTEE
~MINUTES~**

PRESENT: MR. BRUCE OLIVEIRA, MR. JOSHUA AMARAL, MS. COLLEEN DAWICKI, MR. CHRISTOPHER COTTER, MR. JACK LIVRAMENTO, MR. JOHN OLIVEIRA

ABSENT: MAYOR MITCHELL

IN ATTENDANCE: MR. ANDERSON, MR. O’LEARY, MR. TETREULT, MR. AL OLIVEIRA, MS. FERREIRA (Recording Secretary)

Mr. Anderson addressed the Committee and introduced, Andrew O’Leary, Assistant Superintendent of Finance and Operations, to give a presentation that provides an update on the facilities/maintenance projects investment as it relates to the FY20 budget.

Mr. O’Leary reviewed the context of facilities/maintenance in the district which includes routine and preventive maintenance, daily cleanliness of buildings, and oversight of construction. He pointed to a graph that classify our buildings by year of construction, revealing that NBPS have several older buildings from the 1900s. The district’s goal is to move the students to newer buildings. Mr. O’Leary also noted that the newer buildings come with advanced systems that requires trained staff such as Plant Engineers.

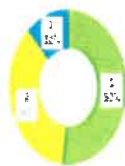
The Massachusetts School Building Authority (MSBA) conducted an analysis that produced structural and environmental ratings of NBPS’ educational spaces. Ratings ranged from 1–4 with the highest ranking being 1. Mr. O’Leary reviewed the MSBA findings and stated that as the district undertakes Accelerate Repairs Projects (Parker, Brooks, and Campbell Elementary Schools) we will be improving the building conditions that received a rating of 4.

Spaces for learning: The MSBA School Survey indicates that 24% of New Bedford’s district schools received a building condition rating of 1 or 2, meaning that the site and building conditions are in generally good condition. The majority of (80%) of schools assessed received a building condition rating of 3, meaning that the site and building conditions require moderate renovation, with 16% receiving a rating of 4 reflecting a need for extensive renovation to address poor conditions that will need to be addressed in the near future.

CONDITION RATING



ENVIRONMENT RATING



Mr. O’Leary stated that this year, instead of discussing facilities in terms of cost centers as done in the past, the district reviewed the end of year report to get a better overview of what NBPS spends on facilities. This allows for a better understanding when planning for the FY20 budget. He pointed out that throughout the years, the district has decreased the spending in buildings and maintenance, which is a good indicator that we need to invest in this area.

Mr. O’Leary commented that the State’s foundation budget recommends certain amount of expenditures, districts like New Bedford should be spending around \$16M- \$17M on maintenance and operation. The current spending for our district is \$10.5M and the trend is going down when compared to previous years.



Mr. O’Leary reminded the Committee that with the additional supplemental funding and the adjustments on the government’s budget, it looks like a favorable year to invest on maintenance and operations. He highlighted some of the successful facilities projects in New Bedford that were upgraded to better serve our students and families.

Mr. O’Leary stated that Management Partners conducted a facilities department review that provided helpful recommendations. The district was able to use the report to create a plan for each recommendation.

For FY2020 the district would like to continue to build staffing capacity in order to complete more work and undertake more projects.

To a question by John Oliveira regarding the chain of command for custodians, Al Oliveira, Facilities Director, explained that in the day to day duties the custodians are directed by the senior custodial and principals. However, all custodians report to the Custodial Manager and the Facilities Director.

Mr. O’Leary further explained that principals are instructional leaders that focus on teaching and learning. Principals are not the appropriate person to evaluate the custodial operations, which is why the custodial supervisors and managers play an important role.

This year the district started working with different partners, including the Massachusetts Higher Education Consortium (Mhec), which helped the district to improve the procurement process, comply with the law, and ease the contracts and bidding process.

Mr. O’Leary shared that the district is implementing strategies to trained new custodians through the creation of charts that explain the tasks and the expectations. The chart is also helpful for floating custodians that cover the building when someone is absent.

He stated the importance to define the standards of care in the building and improve the level ratings set by the Association of Physical Plant Administrators (APPA). A discussion ensued with regard to strategies on how to get NBPS from a level 3 to a level 2.

Standards of Care

Based on square footage and building characteristics, per Association of Physical Plant Administrators (APPA)



To a question by Colleen Dawicki, Mr. O’Leary explained that the district will be conducting school surveys that will reveal if facilities’ needs are being met. Mr. Anderson added that we need to be clear on the expectations and make sure we provide training to custodians so that it is a fair process.

Bruce Oliveira suggested to use the School Dude reports, which is a facilities management software, as another way to track how the facilities are improving.

Andrew O’Leary stated that there is an opportunity to tackle some of the facilities projects in FY19 through the potential cost centers savings, pothole funds, and salary savings that can be transferred to a non-recurrent maintenance project. He gave examples of different projects the district could undertake. The district’s goal would be to provide a strategy that shows the funds we have available and recommend transfers that are needed to accomplish the work.

Jack Livramento commented that another maintenance project that needs attention is improving the air conditioning in the schools.

Mr. O’Leary reviewed the FY2020 investments for the facilities and maintenance department. Several members agreed that there is a need to support the facilities department.

Additions FY2020 Budget

Qty	Item Description	Unit Cost	Total Cost
1	Principal Clerk (Phase II of Fac Ops Plan) (1FTE)	\$39,000	\$39,000
1	Electrician (Phase II of Fac Ops Plan) (1FTE)	\$40,000	\$40,000
1	Facilities Coordinator (Phase II of Fac Ops Plan) (1FTE)	\$50,000	\$50,000
1	Crack Repair, Seal Coat & Stripe Parking Lots	\$30,000	\$150,000
1	Oil Tank Conversion Projects	\$10,000	\$80,000
1	Masonry Wall Repair	\$10,000	\$30,000
1	Custodial (Floating) (5 FTE)	\$40,000	\$200,000
1	Custodial System Wide Supplies	\$70,000	\$70,000
TOTAL ADDITIONAL FY2020 REQUESTS			\$639,000

Colleen Dawicki asked how the investments are aligned with the facilities review that was conducted. Mr. O'Leary used the opportunity to briefly review the recommendations gathered from the report and explained the connection.

Christopher Cotter requested that the facilities project reports, going to the Facilities Subcommittee, be shared with all the School Committee members.

At 6:43 P.M., on a motion by Jack Livramento and seconded by Joshua Amaral, the Committee voted to adjourn the meeting

The roll call vote was as follows:

John Oliveira – Yes	Joshua Amaral– Yes
Christopher Cotter – Yes	Colleen Dawicki - Yes
Jack Livramento – Yes	Mayor Mitchell – Absent
Bruce Oliveira - Yes	

6 – Yeas 0 – Nays 1 – Absent

Respectfully Submitted by,



Adlybeiry Ferreira
Recording Secretary

Reviewed by,



Thomas Anderson
Superintendent, Secretary/School Committee

Agenda

New Bedford Public Schools

FY2020 Budget Workshop
 February 27, 2019
 Facilities/Maintenance NBPS

Context - Facilities/Maintenance NBPS

FY19 Assessment, Investment & Planning

Budget FY2020 & Next steps

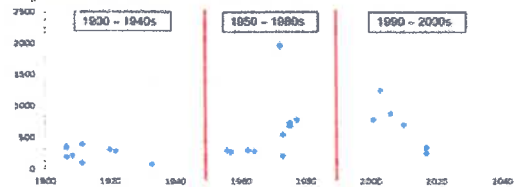


Context - Facilities/Maintenance NBPS

- Oversight of all plant & property used by the school district
- Routine maintenance of buildings and grounds
- Preventive maintenance of building systems
- Cleanliness and daily care of buildings and grounds
- Long range planning for school facility needs
- Oversight of construction

New Bedford schools classified by year of construction and enrollment

The district is charged with maintaining, improving, and replacing the oldest stock of buildings in the Commonwealth: 28 facilities, including 20 elementary school buildings, 3 middle school buildings, a high school building, an alternative special education building, an administration building, a field house, and a transportation and maintenance shop.



Spaces for Learning: The MSBA School Survey indicates that 24% of New Bedford's district schools received a building condition rating of 1 or 2, meaning that the site and building conditions are in generally good condition. The majority of (80%) of schools assessed received a building condition rating of 3, meaning that the site and building conditions require moderate renovation, with 10% receiving a rating of 4 reflecting a need for extensive renovation to address poor conditions that will need to be addressed in the near future.

CONDITION RATING



ENVIRONMENT RATING



Facility Name	Year	Enrollment	Condition Rating	Enrollment
Abraham Lincoln	60	24%	2	117
Arthur J. Brown	60	1873	1	553
Brown & Benjamin	60	1870	3	310
Carlos Pacheco	60	1862	2	365
Clayton Kubacki	65	1976	3	730
Charles E. Austin	65	1832	3	262
Edward J. Carver	65	1836	1	298
John A. Matthews	65	1862	2	303
Thomas G. Campbell	65	1851	1	214
Joseph A. Scuderi	65	1875	1	677
David M. Jewett	68	2017	1	345
James R. Gonzalez	68	1907	2	336
John J. Kelly	68	1900	3	510
John A. Dwyer	68	1954	1	295
John A. Brennan	68	1812	2	369
Francis J. Schmitt	68	2008	1	682
New Bedford High	68	1872	1	1912
George W. Smith School	68	2003	1	1214
Marceline S. La	68	1873	1	223
Robert B. Arnold School	68	2015	1	600
John W. L. Carver Academy	68	1917	2	701
Thomas F. Redman	68	1867	2	195
David A. DePina	68	1930	2	78
Whitney J. Lane	68	1813	2	100
William H. Taylor	68	2017	1	267

Context - Facilities/Maintenance NBPS

Current capacity and tasks vs Mission

Day to Day The maintenance and operations operating budget includes all activities associated with the routine, day-to-day use, support, and maintenance of facilities: preventive and corrective maintenance, pest control, snow removal, landscaping, trash removal, and utility charges (electric, gas/oil, water), full or temporary repairs to critical safety, mechanical, plumbing, electrical, and security systems, HVAC, vandalism, security-related repairs, utility and technological infrastructure.

Compliance: Asbestos (AHERA Plan) • OSHA • Lead Paint • Integrated Pest Management • PCB's • Underground Storage Tanks • Indoor Air Quality • Electrical Equipment • Telecommunication Systems • • Fire Alarm Testing • Roofing Inspections • Quarterly and Routinely • Integrated Pest Inspections • Asbestos Management Plan

COST CENTER SUMMARY

FACILITY	FACILITY NAME	FACILITY TYPE	SQUAD	SQUAD CODE	SQUAD DESCRIPTION	2016		2017		2018	
						BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
4000	4000	OPERATIONS AND MAINTENANCE OF PLANT	4110	4110	CUSTODIAL SERVICES	1,000,000	950,000	1,000,000	950,000	1,000,000	950,000
4000	4000	OPERATIONS AND MAINTENANCE OF PLANT	4210	4210	MAINTENANCE OF GROUNDS	1,000,000	950,000	1,000,000	950,000	1,000,000	950,000
4000	4000	OPERATIONS AND MAINTENANCE OF PLANT	4220	4220	MAINTENANCE OF BUILDINGS	1,000,000	950,000	1,000,000	950,000	1,000,000	950,000
4000	4000	OPERATIONS AND MAINTENANCE OF PLANT	4225	4225	BUILDING SECURITY SYSTEM	1,000,000	950,000	1,000,000	950,000	1,000,000	950,000
4000	4000	OPERATIONS AND MAINTENANCE OF PLANT	4230	4230	MAINTENANCE OF EQUIPMENT	1,000,000	950,000	1,000,000	950,000	1,000,000	950,000
4000	4000	OPERATIONS AND MAINTENANCE OF PLANT	4230	4230	EXTRAORDINARY MAINTENANCE	1,000,000	950,000	1,000,000	950,000	1,000,000	950,000
4000	4000	OPERATIONS AND MAINTENANCE OF PLANT	4400	4400	NETWORKING AND TELECOMMUNICATIONS	1,000,000	950,000	1,000,000	950,000	1,000,000	950,000
4000	4000	OPERATIONS AND MAINTENANCE OF PLANT	4450	4450	TECHNOLOGY MAINTENANCE	1,000,000	950,000	1,000,000	950,000	1,000,000	950,000

4000 OPERATIONS AND MAINTENANCE OF PLANT (4000 series)

Custodial services (4110)

Maintenance of Grounds (4210)

Maintenance of Buildings (4220)

Building Security System (4225)

Maintenance of Equipment (4230)

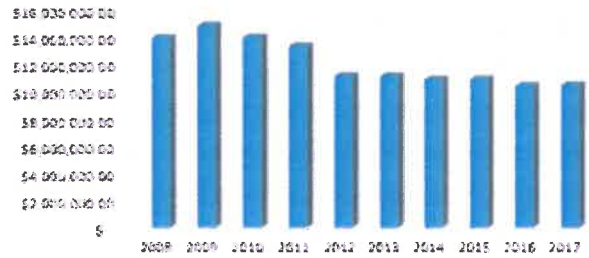
Extraordinary Maintenance (4230)

Networking and Telecommunications (4400)

Technology Maintenance (4450)

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Building/Maintenance	\$ 3,125,721	\$ 3,451,791	\$ 3,777,861	\$ 4,103,931	\$ 4,429,999	\$ 4,756,069	\$ 5,082,139	\$ 5,408,209	\$ 5,734,279	\$ 6,060,349	\$ 6,386,419	\$ 6,712,489

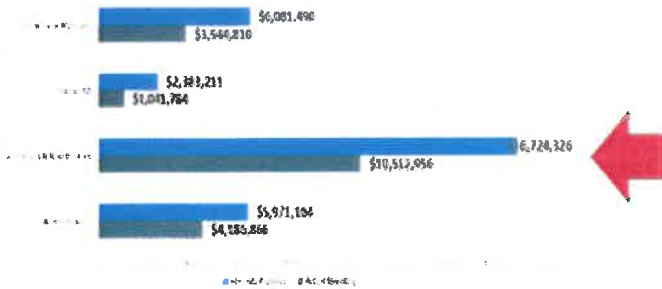
Building and Maintenance



	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Building/Maintenance	\$ 3,125,721	\$ 3,451,791	\$ 3,777,861	\$ 4,103,931	\$ 4,429,999	\$ 4,756,069	\$ 5,082,139	\$ 5,408,209	\$ 5,734,279	\$ 6,060,349	\$ 6,386,419	\$ 6,712,489



Foundation Budget Gaps: FY17 New Bedford Analysis

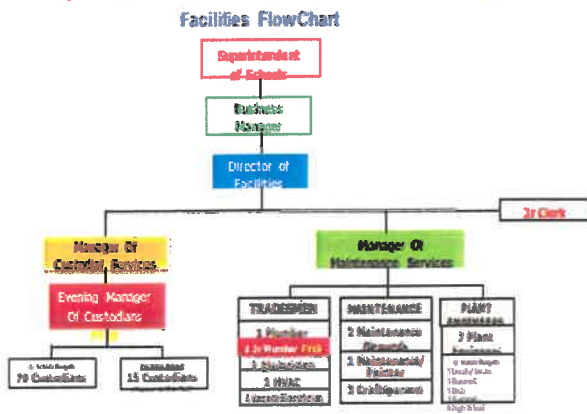


Management Partners

FY19 Assessment, Investment & Planning

Facilities Department Review 15 Recommendations

Department of Facilities Operations



Progressive Procurement Partnerships



2018-2019 Preventative Maintenance Planning

- Ongoing data collection and training
- Procedures for scheduling recurring inspection and maintenance tasks
- Detailed PM Tasks for all types of facility systems and equipment
- Documentation of completed work
- Scheduling of preventative maintenance
- Monitoring of utility use & cost
- Data collection and analysis
- *Facilities Condition Index (FCI)

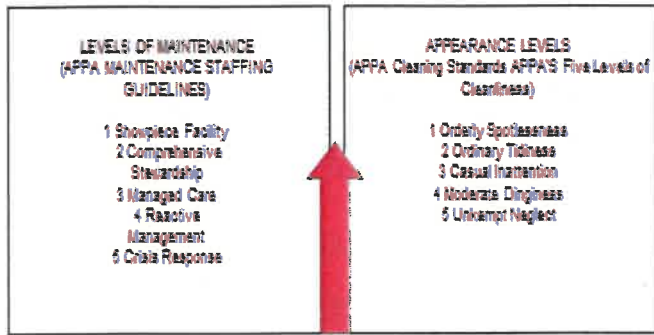


Normandin Middle School CUSTODIAL TASKS

SHIFT (3:00 PM - 11:00 PM)		2nd Shift				
DATE/TIME	LOCATION	TASKS	TASKS	TASKS	TASKS	TASKS
1:00 PM to 4:00 PM	BOARDS OFFICE	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office
4:00 PM to 4:30 PM	Music and Band Rooms	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office
4:30 PM to 6:00 PM	Eventrooms	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office
6:00 PM to 6:30 PM	AFTERNOON BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
6:30 PM to 6:45 PM	Second Floor Office Suite	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office
6:45 PM to 7:00 PM	Cafeteria	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office
7:00 PM to 7:30 PM	CLUBS	CLUBS	CLUBS	CLUBS	CLUBS	CLUBS
7:30 PM to 8:00 PM	Boys Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office	Dr. King and Dean After School Office
8:00 PM to 8:45 PM	BOYS OFFICE	BREAK	BREAK	BREAK	BREAK	BREAK

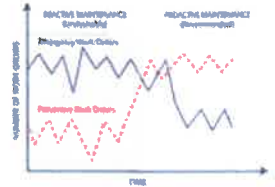
Standards of Care

Based on square footage and building characteristics, per Association of Physical Plant Administrators (APPA)



FY2019/2020 "Boat Cycle"

Work orders for needed repairs are entered in SchoolDude to be scheduled and completed during their scheduled "boat" cycle. A Boat cycle is when a team performs corrective maintenance in a school building to resolve identified maintenance issues in a single series of visits. The FY2020 hopes to increase its number of boat cycles in the future as additional staff are added. As we increase the number of maintenance visits and the regional teams become more proficient with the use of SchoolDude, maintenance performance data should show a decrease in reactive or unplanned maintenance activities.



• Appendices Management Partners recommendations

Additions FY2019 Fund Balances

Year End FY19 /FY2020	Funding Source	Costs
Pool Locker rooms	Local Transfer to Maintenance line	\$575,000
Deferred Maintenance	Local Transfer to Maintenance line	\$300,000-\$500,000
Elem Vestibules / Cameras	Pothole/ Facilities Revolver	\$75,000
NBHS Science/Finance lab/ Planetarium	Grant/Pothols	\$150,000
Fleet acquisition	Local Transfer	\$200,000
Elementary Fencing	Pothole	\$50,000
Nursing/Health Spaces	Pothols	\$25,000
Cafeteria space enhancement	USDA Funding/ Pothols	\$15,000

Budget FY2020 & Next steps Creating spaces for learning

Additions FY2020 Budget

Qty	Item Description	Unit Cost	Total Cost
1	Principal Clerk (Phase II of Fac Ops Plan) (1FTE)	\$39,000	\$39,000
1	Electrician (Phase II of Fac Ops Plan) (1FTE)	\$40,000	\$40,000
1	Facilities Coordinator (Phase II of Fac Ops Plan) (1FTE)	\$50,000	\$50,000
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1	Masonry Wall Repair	\$10,000	\$80,000
1	Custodial (Floating) (5 FTE)	\$40,000	\$200,000
1	Custodial System Wide Supplies	\$70,000	\$70,000
TOTAL ADDITIONAL FY2020 REQUESTS			\$839,000

Management Partners

Facilities Department Review
15 Recommendations

Preventative Maintenance

- **Recommendation 1:** Identify a facility-based preventative maintenance program for each school district facility.

Custodial Operations

- *Recommendation 2:* Prepare custodial duty sheets for each school that does not currently have one.
- *Recommendation 3:* Convene a task force of principals, school administrators, custodial supervisors and custodians to develop a protocol for directing custodial operations in schools.

School Dude

- *Recommendation 6:* Optimize the use of School Dude for department management.

Customer Satisfaction

- *Recommendation 10:* Develop a protocol for surveying school system stakeholders to determine satisfaction with department services.

Stakeholder Committees

- *Recommendation 12:* Develop protocols for attending meetings of organized stakeholder groups of the school system.

Performance Measures and Standards

- *Recommendation 4:* Prepare a facility operations manual for each school in the system.
- *Recommendation 5:* Develop performance measures and standards for Facilities Department operations.

Department Management Capacity

- *Recommendation 7:* Create an assistant director for the department with similar skills as the director.
- *Recommendation 8:* Develop new position descriptions for the maintenance and custodial supervisor positions to reflect appropriate management responsibilities.

Performance Reporting

- *Recommendation 11:* Develop and deploy a performance reporting system that meets the needs of the various school system stakeholders.

Capital Improvement Plan and School Design

- *Recommendation 13:* Involve Facility Department managers more intimately in capital management planning, execution, and school design.

