Buildings and Grounds – 2018-2019

Buildings and Grounds/Maintenance Budget

Budget Codes	Pages	Description	2016-17	2017-18	2018-19
			Expenditure	Approved	Proposed
				Budget	Budget
1620-160-10-1161	5-12	Buildings and	5,265,100.62	6,268,296.69	6,064,910.98
thru		Grounds/Central			
1620-501-90		Services			
1621-160-90-1161	12	Plant Maintenance	451,617.95	459,370.00	448,063.38
thru					
1621-163-90					
Total			5,716,718.57	6,727,666.69	6,512,974.36

The Buildings and Grounds Department is responsible for the maintenance and operations of seven buildings and several out buildings totaling five hundred, twenty thousand square feet of building space. We also maintain over sixty-five acres of grounds including athletic fields, parking lots, open spaces and wooded areas. A dedicated staff of thirty seven full time and ten part time staff members, maintain buildings and grounds systems constructed as early as 1911, 1920's, 1950's, up to as recent as 2015.

Goals:

- We are committed to providing a clean and safe environment for the students, faculty and staff.
- The department strives to provide a learning environment that will allow students to discover their dreams, while supporting their growth, as they become thinkers, problem solvers, communicators, collaborators, innovators and committed individuals.
- We are committed to providing our staff with equipment and materials that will allow them to work efficiently and effectively.
- We focus on maintaining existing Building & Grounds systems to avoid disruption in services that may affect the instructional day and prevent costly system replacements that will burden the budget.

We also plan for and recognize the need to replace building systems as maintaining them will no longer be cost effective, for various reasons systems are nearing the end of their life or are beyond repair.

Planning for future building projects:

The Buildings and Grounds Department utilizes data from our Five Year Building Condition Survey, Annual Visual Inspection, input from Administrators, requests from the Custodial staff in each building and in some cases input from the community to formulate a Long Range Capital Improvement Plan.

Once projects are identified and considered for construction, we present them to the Construction Steering Committee. The Committee then determines if the projects can move forward, where the projects will be funded from and when. This information is shared with the Board of Education, who will approve the projects. Great care is taken in the planning process, with the main goal of not significantly affecting the budget from one year to the next.

There are many sources the district has at their disposal to fund the proposed projects. However, the various funding sources have specific criteria that each project must meet, before funding can be made available for them. Some of the major funding sources are as follows.

- Bond Referendum
- Capital Reserve
- Repair Reserve
- Energy Performance Contract
- Annual Budget

Bond Referendum (Current)

From 2011 to 2013, the district assembled a list of large Capital Projects to be funded through a Bond Referendum. The final list of projects was the culmination of many meetings and included input from the district and community members. On December 5th 2013, the public voted and passed the proposed 19.6 million dollar bond. As of September 2017, all projects approved within this bond referendum were completed.

The projects are as follows:

Alterations:

- Science Room renovations at the Middle School and High School
- Theater Renovation at the High School

Site work:

- Water Service Replacement at Glen Head School
- Playground retaining wall replacement at Glenwood School and Sea Cliff School
- Asphalt and concrete work at Glenwood School, Middle School and High School

Exterior Closure:

- Roof replacement at Glen Head School, Sea Cliff School, Middle School, High School Maintenance Garage
- Masonry Reconstruction at Glen Head School, Glenwood School, Sea Cliff School, Middle School and High School
- Yankee Gutter and decorative wood restoration and repair at Glenwood School
- Window Replacement at the Middle School

Interior Spaces and Components:

 Asbestos floor tile abated and replaced at Glen Head School, Glenwood School, Middle School and High School

- Auditorium seating replaced at Glenwood School
- Elevator to gym level installed at the Middle School

HVAC, Plumbing and Electrical Systems:

- Replace electric panels at Glen Head School, Glenwood School, Sea Cliff School, Middle School and High School
- Partial replacement of classroom ventilation units in Glenwood School and Sea Cliff School (See Energy Performance section)
- HVAC system replacement and control work at Glenwood School and Sea Cliff School

Security System:

• Security System improvements in all seven district buildings

Bond Referendum (Future)

In the fall of 2015, the Construction Steering Committee identified a list of projects that could be completed within the framework of a future Bond Referendum. In the months that followed, the committee refined the list. The district is ready to move forward with forming committees to gather more input, to determine what will be included in the final referendum. The projects we are currently considering are.

- Additional Security Enhancements
- Bathroom Renovations
- Asphalt and Concrete work
- Additional HVAC upgrades at Sea Cliff School, Air Condition Library at the Middle School
- MS Softball field renovation
- Classroom space renovations to accommodate programs
- Possible building additions to accommodate programs
- Locker room renovation at the High School
- Masonry reconstruction at the High School
- Generator replacement at the High School
- Exterior restoration and window replacement at Central Office
- Note: More input is needed from the public and the district to finalize the list of projects

Capital Reserve (2008)

A Capital Reserve in the amount of \$8,000,000.00 was established on March 24th 2008 with the goal of providing funding for large projects that would lessen the burden on the budget each year. To establish a Capital Reserve the district identified specific projects to be funded by the Capital Reserve. The public had to vote to create the reserve and include the designated projects. For the final step, the public had to vote to expend the funds from the reserve, for the specific projects.

From 2008 to 2017, the following Capital Reserve Projects have been completed.

- 1 x 1 ceilings replaced with new drop ceilings in Glen Head School, Glenwood School, Middle School and High School.
- Library and Cafetorium Atrium roof replacement at the Middle School
- Boiler Replacement at Sea Cliff School and Middle School
- HVAC renovations, upgrades and additional systems at Glen Head School, Middle School and High School
- New Synthetic Turf field and new Field House at the High School

Capital Reserve (2016)

A Capital Reserve in the amount of \$8,500,000.00 was established on May 17th 2016 with the goal of providing funding for large projects that would lessen the burden on the budget each year. To establish a Capital Reserve the district had to identify specific projects to be funded by the Capital Reserve. The public had to vote to create the reserve and include the designated projects. For the final step, the public has to vote to expend the funds from the reserve, for the specific projects.

Future projects to be funded are:

Phase One:

- Install Air Conditioning in two large spaces at Glen Head School
- Install Air Conditioning in two large spaces at Glenwood School
- Install Air Conditioning in one large space at Sea Cliff School
- Install Air Conditioning in one large spaces at the Middle School
- Install Air Conditioning in one large space at the High School
- Replace entire cafeteria ceiling and install new lighting at the High School
- Install exhaust fans in stairwells at Sea Cliff School
- Install operable windows in fixed glass wall second floor hall at Sea Cliff School

Phase Two:

- Install walk in refrigerator and freezer in the kitchen at Sea Cliff School
- Renovate Boy's and Girl's Locker rooms at the Middle School

Phase Three:

- Remove asbestos pipe covering from crawl space under gym at Glen Head School
- Remove asbestos pipe covering from crawl space under gym at Glenwood School
- Replace boilers for 1995 addition at Glen Head School
- Replace 1950's septic tank and leaching field at Glen Head School
- Renovate and expand Nurse's office at Glen Head School
- Replace 1950's septic tank and leaching field (Lower field) at Glenwood School
- Replace ceramic tile walls on first and second floor halls, as well as the Nurse's office at Glenwood School
- Replace doors at various entrances around Glenwood School

- Remove flooring, re-frame and install new flooring in first and second floor rooms at Sea Cliff School.
- Replace sidewalks in rear of building, around field areas and in courtyard at the High School
- Level floor and replace carpeting in accounts payable office at Central Office
- Re-pipe existing hot water heating system and provide zone control
- Excavate and waterproof foundation and install drywells at Central Office
- Install a new larger generator at Central Office

Repair Reserve

The district established a Repair Reserve to provide a funding source for projects that were not anticipated, but needed to be completed to allow programs to continue, or to address safety concerns. Similar to other reserves, this reserve will help us address issues without affecting the budget.

The following projects have been funded through the Repair Reserve to date

- Main electric feed replaced at Glen Head School
- Asphalt & Concrete repairs district wide
- Auditorium rigging repairs at Glen Head School, Glenwood School, Sea Cliff School, Middle School and High School
- Auditorium concrete pediment restoration at Sea Cliff School
- Boiler sump pump repair at High School
- Small roof abatement and replacement at Glen Head School
- Projector room transite (asbestos) panels removed from Sea Cliff School
- Sectional floor tile abatement and replacement eleven rooms at the High School
- Masonry reconstruction (sectional) district wide
- Emergency reconstruction and repair to the School House
- Two window walls replaced on the east side of the Auditorium at the High School
- <u>Future projects</u> Window balance replacement to restore full function to windows that are not
 opening, staying up or are not closing properly at Glen Head School, Glenwood School and Sea
 Cliff School. Repairs to the courtyard ceiling at North Shore High School

Energy Performance Contract (Current):

An Energy Performance Contract is a funding source that can be utilized to complete large infrastructure projects that will result in energy savings. The money saved from the reduction of energy usage is then used to pay off the cost of the project. This payback period usually takes about eighteen years. In 2008, we contracted with Honeywell to identify and complete energy savings projects. The identified projects were as follows.

- Lighting retrofit & replacement and installation of occupancy sensors in Glen Head School, Glenwood School, Sea Cliff School, Middle School, High School and Central Office
- New Boilers at the High School
- New water heater at the High School
- Partial classroom ventilation unit replacement at Glenwood School (See Bond Referendum (Current)

- Building envelope improvements at Glen Head School, Glenwood School, Sea Cliff School, Middle School, High School and Central Office
- Various boiler controls and BMS system upgrades district wide

Energy Performance Contract (New):

The district is considering entering into another Energy Performance Contract, with the goal of lowering our energy costs again. We are in the early stages of planning and are considering the following projects.

- Installation of Solar panels on the roofs of all district buildings
- Upgrading existing lighting to LED

Annual Budget:

The structure of the proposed 2018-2019 Buildings and Grounds Budget, provides funding to support the following

- Purchase of Equipment to maintain the Buildings and Grounds
- Funds to support the operation of the Buildings and Grounds Office
- Funds to pay for contracted services such as truck rental and disposal fees
- Funds to cover the purchase of Building Supplies, Electrical Supplies, Plumbing and Heating Supplies, Custodial Supplies and Grounds and Supplies
- Funds to cover costs for outside contractors to make repairs that our in house staff cannot, due to the use of specialized equipment, specialized skills, specialized licenses or the fact that the size and scope of the project is too big for us to handle. These include Contracted Grounds Maintenance, Contracted Building Maintenance, Contracted Electrical work, Contracted Plumbing/Heating and Contracted Vehicle Maintenance.
- A component of the budget titled Contracted Health and Safety supports the service and repair of many critical systems including, but not limited to the Burglar Alarm, Fire Alarm and Security Systems
- Funds to cover essential utilities such as Fuel Oil, Water, Electricity, Telephone, and Natural Gas.
- Funds to cover large "Special Projects" that require New York State Education Department approval and multiple contractors to complete the work.

Special Projects:

With the funding in the Special Projects Portion of the budget, we will:

- Upgrade our Fuel Pump monitoring systems in three locations to monitor fuel consumption, track fuel usage and stay on top of required inspections and maintenance associated with these systems
- Replace the old electric service from the pole to the building at the Middle School

> Install HVAC ductwork in the High School Cafeteria ceiling to address ventilation needs of today and support the installation of air conditioning later. (See Capital Reserve (new)

"Let us think of education as a means of developing our greatest abilities, because in each of us there is a private hope and dream which, fulfilled, can be translated into benefit for everyone and greater strength for our nation." John F. Kennedy

Health Services - 2018-2019

Number of Nurses	7

The table below shows the expenditure and Health Service budget districtwide:

Budget Codes	Pages	Description	2016-17	2017-18	2018-19
			Expenditure	Approved	Proposed
				Budget	Budget
2815	39	Health Services	838,303.27	869,667.10	873,103.50

This budget provides for the salaries of six full time nurses, two-part time nurses and one clerical support person as well as substitute nurses as needed. In addition, this budget covers the salary of the BOCES Health and Safety Training person. Also included is the cost of mandated reimbursements of North Shore residents attending private and parochial or special education schools. In addition, it covers the cost of equipment, supplies and other items necessary to provide health services to the five schools in our District. Replacing broken equipment in health offices is impossible to predict, but necessary. This budget provides for the cost of the school physician in addition to the physician who provides the mandated annual Department of Transportation bus driver and new employee physicals.

As a part of a coordinated school health program, school nurses contribute to meeting the needs of the whole child and supporting their success in school. They are the best means of ensuring a strong connection with each student's, social, emotional and medical history. This is done by supporting a strong partnership with school physicians, other school health personnel, and pediatricians. This specialized practice of professional nursing advances the well-being, academic success, and lifelong achievement of students. Students with special health needs and chronic health conditions that require management during the school day continue to increase. Our District nurses serve on the Safety Committee, Wellness Committee, Round Table Meetings, Pupil Study Meetings, as well as IEP and 504 meetings as needed.

Public Information - 2018-2019

The Public Information budget consists of the yearly salary of the Public Relations Director/Senior Illustrator and contains the following codes:

Budget Codes	Pages	Description	2016-17	2017-18	2018-19
			Expenditure	Approved	Proposed
				Budget	Budget
1480-160-90-	3	Director Public	93,340.00	90,621.00	98,305.00
3161		Information			
1480-400-90	3	Public Information	17,494.00	17,621.60	36,589.60
		Other Expenses (1)			
1480-401-90	4	Public Information	24,483.00	20,800.00	22,800.00
		Other Expenses (2)			
1480-451-90	4	Public Information	10,225.00	14,000.00	10,000.00
		Postage			
1480-490-90	4	Boces Services-	.00	.00.	8,000.00
		Website Compliance			
Total			145,542.00	143,042.60	175,694.60

These codes include the necessary expenses to create, maintain, print and/or upgrade the traditional and electronic marketing & communications materials of the North Shore School District. This includes traditional promotional materials (i.e., all newsletters, brochures, postcards, direct mail, budget mailings, Superintendent and Board of Education mailings, etc.,) and electronic media including the development, design, and maintenance of the school district website at www.northshoreschools.org.

Code 1480-400-90-0000: Public Information Website, ADA Compliance, and Other Expenses

This code includes expenditures to purchase a new digital camera and related equipment (\$400), subscriptions and memberships to conferences (\$400), and costs for supplies (\$300) such as color ink cartridges, CD's, and thumb drives. Also represented is the yearly contracted cost for the Webmaster, which we anticipate to increase (\$2,000) due to the new redesign of the school website to meet NYS regulated ADA guidelines. Since the Americans with Disability Act (ADA) regulations are a bit of a wildcard with legal penalties for those that do not comply, we are adding new ADA line items to be proactive to assist us in keeping the North Shore Schools website ADA compliant. These additional expenditures include the following:

- \$6,000 for ongoing ADA compliance maintenance, coding, and upgrades to all district-wide web
 pages as well as all web pages linked to the school website. It also includes meeting with school
 principals, district administrators, department teacher leaders, and faculty to assist in getting
 their respective web sites and or web pages compliant.
- \$10,000 for Closed Captioning of web videos (i.e., Board of Education recordings will need to be closed captioned for the hearing impaired). Projected costs are based on approximately 20 board meetings (at \$2.50 per minute).

Code 1480-401-90-0000: Public Information Printed Materials and Other Expenses

This code primarily includes the printing costs for all the public relations materials (\$12,000) including brochures, postcards, budget materials, 4-color newsletters, and any other Superintendent or Board materials. This budget includes the printing of four, 4-color newsletters at an additional \$500 each. It also includes the printing of the North Shore Schools Calendar (\$7,400) and the cost of photography (\$3,400) utilized on the district website, newsletters, and in local newspapers.

Code 1480-451-90-0000: Public Information Postage

This code consists of the Public Information "bulk mailing" postage costs (\$14,000) for all printed materials mailed to our parents and residents. Our bulk mailing Permit #30 is associated with the Sea Cliff post office.

Code 1480-490-90-0000: Public Information BOCES Service for ADA Compliance

This new code is allocated for BOCES SiteImprove (\$8,000), a web monitoring service that analyzes all content, photography, presentations, pdf's, etc., on www.northshoreschools.org. It also includes costs to monitor all department, individual teacher websites, lunch menus, board pages, and any other direct links to the school website. The service digitally sends reports itemizing where the school website is out of compliance. It is then the responsibility of the PR Director/Senior Illustrator and Webmaster to meet with personnel, revise, update, and maintain the school website based on this ADA analysis. Projected costs are based on 1,000 webpages.

Transportation Services – 2018-2019

The table below shows a summary of the district's transportation budget. See pages 43 and 44 of the budget document for expenditure and 2018-19 budget proposal detail.

Budget Codes	Pages	Description	2016-17 Expenditure	2017-18 Approved Budget	2018-19 Proposed Budget
5510	43	District Transportation-Sub Total	1,900,029.44	2,091,635.62	2,094,793.23
5530	44	Garage Maintenance	37,190.14	39,093.15	39,093.15
5540	44	Contract Transportation	657,972.23	728,674.20	617,897.50
5541	44	St Christopher Transportation	27,948.20	38,000.00	44,235.00
5550	44	Transportation Public Service	.00	500.00	500.00
5580.490	44	Boces Transportation- For Occupational Education and some Special Education	11,741.70	1,000.00	65,462.00
Total			2,634,881.71	2,898,902.97	2,861,980.88

School Bus transportation is provided to all eligible school children grades K-12 who meet the mileage requirements as listed below:

Current Mileage Policy

Grade K-5 3/4 mile Grade 6-8 1 mile* Grade 9-12 1 1/2 mile

*In 2017-2018 the mileage for 7^{th} and 8^{th} grades were reduced from $1\frac{1}{2}$ miles to 1 mile with no additional cost to the district.

Students attending private and parochial schools within 15 miles of their home are entitled to transportation if a request is submitted by April 1st each year in accordance with state law. The current district mileage policy also applies to private and parochial schools. Families moving into the district after the April 1st deadline must apply for transportation within 30 days of establishing residency. Students with disabilities may be transported up to 50 miles in accordance with school *law* and placed at any time during the school year by the special education committee. (Refer to section 8411 of NS Schools Policy Manual - School Bus Scheduling and Routing for Distance Measurements)

In 2017-18, district owned vehicles transported 1,282 students to the following schools:

<u>SCHOOL</u>	ELIGIBLE STUDENTS	SCHOOL ELIGIBLE STUDEN	<u>TS</u>
High School	232	Kellenberg 12	
Middle School	354*	LUHI 11	
Glenwood	188	Our Lady of Grace 1	
Glen Head	238	Our Lady of Mercy 5	
Sea Cliff	21	Portledge 19	
All Saints	4	St. Dominick's Elementary 5	
BOCES - Barry Teo	ch 17	St. Dominick's High School 1	
Buckley	9	St. Mary's Elementary 4	
Chaminade	21	St. Mary's High School 3	
Friends	46	St. Anthony's 14	
Greenvale	22	St. Peter's 2	
Herricks HS	· 1	Theodore Roosevelt Elem 1	
Westbrook	1		

In addition, students are shuttled between schools and to nearby facilities for the Life Skills Programs and Community Service Programs. Buses may be utilized on school days for educational trips completed between the hours of 8:30 am and 2:00 pm.

Transportation Staff

A staff of drivers and a supervisor are employed to operate and maintain district buses. District staff includes the following:

2017-2018	2018-2019	<u>Job Title</u>
1	1	Assistant Supervisor of Transportation
1	1	Dispatcher
1	1	Assistant Dispatcher
1	1	Clerk Typist
3	3	Automotive Mechanics
33	33	Drivers P/T
4	4	Bus Attendants P/T
44	44	

<u>Transportation New Buses (5510-210-60)</u>

The bus fleet is on a rotational replacement plan based on the lifespan for each vehicle. A 66-passenger big bus will replace Bus #50 in accordance with the NYS Department of Transportation. Bus #50 will be repainted and replace a current Buildings and Grounds vehicle which is at the end of its useful life.

District vehicle #2, a 2003 Ford Taurus Wagon, is shared between the Transportation and Security departments and is budgeted to be replaced as part of the current replacement plan.

The following is a list of our 2018-2019 fleet vehicles.

<u>Capacity</u>	Quantity	<u>Capacity</u>	Quantity
66 passenger	10	28 passenger	7
60 passenger	4	24 passenger	3
34 passenger	1	22 passenger	7
33 passenger	6		

District buses are currently used on 128 routes daily for Public, Private, Parochial and Special Needs schools.

Specific Budget Codes-refer to pages 43 and 44 of the detailed budget document

Transportation Repairs (5510-400-60)

Every effort is made to utilize district personnel to complete all repairs. District mechanics perform all Pre-D.O.T and D.O.T. inspections, maintenance and most repairs, which were previously contracted out. But, when necessary, the district also contracts with outside vendors for major and specialized repairs such as, body and transmission work. All district vehicles, building and grounds equipment are also maintained at the district's bus depot.

<u>Transportation Field Trips (5510-406-60)</u>

The district schedules more extra-curricular, athletics and music trips on district owned buses which were previously scheduled on contracted buses. The trips are reviewed and scheduled on appropriately sized buses based on the duration, time and the number of students on the trip. In 2016/2017 North Shore District buses were used to transport students 688 times on athletic trips, 240 times on extra-curricular field trips and music trips. The Long Island Rail Road is often utilized in place of district buses for trips to the city during peak hours and to avoid traffic.

Transportation Insurance (5510-410-60)

Vehicle Insurance for all school buses, district vehicles.

Transportation Office Supply (5510-450-60)

Includes bus passes for students, copier paper, printer ink, copier and standard office supplies.

Transportation Parts and Supplies (5510-450-61)

Included are parts and supplies for maintaining and repairing buses, district vehicles and equipment. The District is in its seventh year of Inter-Municipal Agreements (IMA) with Roslyn, East Williston and Locust Valley School Districts for D.O.T. inspections. The initial focus of the IMA's was to prepare their school buses for NYS Department of Transportation (DOT) inspections but the scope of the agreement has been expanded to include repairs of buildings and grounds equipment. East Williston has expanded its request to include Pre-DOT, repair and maintenance on their 11 school buses and district vehicles. The District is reimbursed for all expenses through the Inter-Municipal Agreements (IMA) with these school districts.

Transportation Tires (5510-450-62)

Tires are replaced based on NYS DOT regulations on all school buses. This budget is also used for tire replacement on district owned vehicles and equipment.

Transportation Gas/Oil (5510-450-63)

Includes diesel, gasoline and oil for all school buses, district vehicles and maintenance equipment. Budget depends on future prices of fuel.

Garage Maintenance (5530-400-60)

Includes annual support for computerized bus routing system, radio systems for all district buses and maintenance of all district radios, random D & A (drug and alcohol) testing for all new and existing bus drivers and mandatory twice-yearly refresher classes for all drivers.

Transportation Contract (5540-400-60)

Contract transportation is obtained through participation with local school districts in cooperative bids and through BOCES contract bids. Contracted transportation is also used for field and athletic trips at peak hours when district buses are unavailable. On September 1, 2017, the Transportation Department took back 3 private school routes, saving the district \$107,188.60 per year.

Private and Parochial Schools

In 17/18, the district contracted transportation to and from the following schools for 26 students:

School	Qualified Students
Eastwoods	2
HANC	2
Holy Child	5
Holy Trinity	1
Long Island School for the Gifted	2
Progressive	2
Sacred Heart	3
Solomon Schechter (lower)	2
Solomon Schechter (upper)	3
St. Patrick's	1
Waldorf	2
West Hills Montessori	1

Routes Taken Back Beginning September 1, 2017

Our Lady of Grace (combined with Buckley route)	1
Buckley	9
St. Anthony's HS	14

Schools for Special Instruction

The table below shows the number of routes covered on district and contract transportation to special education programs located outside the district. During 2017-2018, 24 children were transported to and from the following schools either on district owned vehicles (NS) or on contracted transportation (C):

<u>School</u>	Number of Riders
AHRC (NS)	7
BOCES, Carmen Road (C)	1
BOCES, CCA-Net (C)	2
BOCES, Jerusalem Ave (C)	1
BOCES, Iris Wolfson (NS)	3
Lowell School (C)	1
School for Language (C)	1
Variety (C)	2
Vincent Smith (NS)	2

Transportation Public Service (5550-400-60)

Provide public commuter railroad transportation for students if needed.

BOCES TRAN - Occ Ed/SP ED (5580-490-60-1310)

The district contracts with BOCES Transportation to provide bussing to several BOCES schools for district special needs students.

<u>School</u>	Number of Riders
BOCES, Willet Ave (C)	1
BOCES, CCA/Net (C)	1

TRANS BOCES - ST CHRIS (5581-490-60-1310)

The district currently contracts with BOCES to provide transportation to BOCES programs for students residing at St. Christopher's.

<u>School</u>	Number of Riders
BOCES, Rosemary Kennedy (C)	1
BOCES, CCA (C)	2