

# QUINCY SCHOOL COMMITTEE

## FACILITIES AND SECURITY SUBCOMMITTEE MEETING

Tuesday, October 22, 2013

A meeting of the Facilities and Security Subcommittee was held on Tuesday, October 22, 2013 at 5:45 pm in the 2<sup>nd</sup> Floor Conference Room at the NAGE Building. Present were Mr. Paul Bregoli, Mrs. Kathryn Hubley, Mrs. Emily Lebo, Mrs. Anne Mahoney, Mr. Dave McCarthy, and Ms. Barbara Isola, Chair. Also attending were Superintendent DeCristofaro, Deputy Superintendent Kevin Mulvey, Mr. Michael Draicchio, Mrs. Maura Papile, Ms. Madeline Roy, Mr. Kevin Segalla, and Ms. Laura Owens, Clerk.

Mr. McCarthy called the meeting to order at 5:45 pm. Mr. McCarthy thanked Mr. Kevin Segalla and his custodial team for their work in getting Central Middle School ready for this week's opening. Dr. DeCristofaro thanked Mr. Draicchio for all his work on the school as well.

Mr. Kevin Segalla presented the **Custodial Program Improvement Plan** by reviewing the recent move from the old Central Middle School to the new facility: 12 custodians moved 1600 boxes in 12 hours. The Maintenance department rigged up sliders to facilitate move process as there is no elevator in building. For the Central Middle School Open House and the first day of school, the Custodial staff collaborated with Public Buildings, crews worked both days to prepare the building.

For the Program Improvement Plan, Mr. Segalla thanked School Committee for the additional custodial position for new Central Middle School and Deputy Superintendent Mulvey for his ongoing assistance. Reflecting on 2012-2013 goals, the Custodial staff developed two informational guides on air filters and light bulbs that documented sizes, locations, and maintenance schedule; this information assists in developing the budget. For 2013-14, the Custodial staff goal is to design and develop an equipment inventory survey to identify outdated equipment for the purpose of replacement; this information can be used to inform the budget process.

Mr. Bregoli asked about the schedule for air filter replacement; these are replaced three times annually: each summer, during the December recess, and during the February or April recess. Mrs. Mahoney asked if there were any buildings where filters could be replaced more often. Mr. Segalla said that the one story buildings could possibly go to four times a year. Mrs. Mahoney asked about a database management system in place; currently, inventory is managed using spreadsheets.

Ms. Isola agreed that a central database of custodial and maintenance information would be helpful. Ms. Isola complimented the custodial staff, all school buildings are very well kept up. Mr. Bregoli asked about the process of raising and lowering the basketball hoops at Central Middle School. Mr. Bregoli also asked about the shot clock at North Quincy High School gym. Mr. Segalla will look into both issues.

Dr. DeCristofaro reminded the School Committee that Mr. Segalla has been instrumental in organizing a consortium of towns to purchase custodial supplies together with a significant cost savings. Mr. Bregoli asked about the press box at the stadium, there is finish work to be done and he has spoken to Keith Segalla about getting wireless access. Mrs. Lebo suggested that would be a great project for the Career and Technical Education students to get involved in.

Mrs. Mahoney asked what tasks the Custodians did over the weekend to help prepare Central Middle School for the dedication and opening day: dusting, floor cleaning, and washing interior windows. Dr. DeCristofaro confirmed that this work will be charged to the project budget. Mrs. Mahoney asked for the information to be shared when it is available. Mrs. Lebo noted that other city departments, including Park, Public Works, and Maintenance employees were involved in the preparations.

For FY2015 budget considerations, Mr. McCarthy asked Mr. Segalla to monitor the staffing for the new Central Middle School. Mr. McCarthy also noted that Custodial services will be needed for Coddington Hall. Mr. McCarthy complimented Mr. Segalla's leadership on the supply buying consortium. Mr. Bregoli noted that Mr. Segalla doesn't just supervise, but was working at Central Middle School all weekend alongside the Custodial staff.

Mr. McCarthy made a motion to approve the Custodial Program Improvement Plan. Mrs. Hubley seconded the motion and on a voice vote, the ayes have it.

Mr. Draicchio then presented the **Safety and Security Program Improvement Plan**. He began by thanking School Committee for their support in implementing the many security initiatives. It continues to be a privilege to be the Director of Security, it is a team effort with the Principals and Superintendent's Leadership Team and QPS parents are grateful for the many improvements. Mr. Draicchio reviewed the department organization and thanked Mrs. Anastasi and Mrs. Rizzitano for all of their hard work.

For 2013-2014, the goals are focused implementing the new security initiatives. We are a model in Norfolk County and along the South Shore. Quincy Public Schools staff members have adapted to wearing photo identification, using the access control to enter school each day, and video intercom systems assist office staff in screening visitors to schools. The last phase of the project is to have additional lock boxes installed at each school for Quincy Police Department access to schools in case of school emergency. Additional goals include consistently reinforcing emergency procedures; updated emergency charts were distributed to all school offices. The Security Newsletter will be published quarterly, emergency safety drills will be conducted at all schools twice during the school year, professional development will be provided to the security staff, and the Safety and Security Roundtable meetings will be held monthly. Representatives from the Quincy Police and Fire Departments, Norfolk County District Attorney's Office, Norfolk County Sherriff, Transit Police, the Principal and Superintendent's Leadership Teams, Fallon Ambulance, and Quincy Probation all

contribute to the Roundtable and the overall security of the school system. The third goal is focused on continuing camera installation, in collaboration with the City IT and School IT department.

Mrs. Hubley asked whether members of the Quincy Police Department have been oriented to the new Central Middle Schools. Mr. Draicchio said School Resource Officers and members of the Quincy Fire and Police Department staffs have had tours, with more to come. Ms. Isola asked about visitor procedures and whether drivers' licenses are kept while visitors are in the building; Mr. Draicchio said that has not been implemented. Ms. Isola feels strongly that this is something should be implemented.

Mrs. Lebo complimented Mr. Draicchio for the rapid progress that has happened in a short period of time to complete the security upgrades. Mrs. Mahoney asked about access to Lincoln Hancock access, given the size of the building. There are three video intercoms for parent access.

Mr. McCarthy asked about the School Resource Officers and if there were any issues with resources now that there were three positions. Mr. McCarthy also asked about any safety issues on buses. Mr. Draicchio reported there were no incidents to date, the Quincy Public Schools partnership with the Quincy Police Department is key to Safety and Security. In addition, the Traffic and Parking and Public Works collaborated to install additional signage and many crosswalks were repainted over the summer.

Mr. McCarthy asked about Visitor protocols and Mr. Draicchio confirmed that Visitors have red lanyards. Mr. McCarthy suggested that the veteran high school security guards be recognized by School Committee as the Custodians were last year. Mrs. Lebo asked about the CORIs for Central Middle School construction workers. Mr. Mulvey said we are following the same procedures and have the same requirements as for employees; all workers in the building have approved CORIs. Mrs. Peck has been able to expedite most requests in 48 hours. Mrs. Lebo asked about City employees receiving photo identification and Mr. Draicchio said this will be completed next.

Mr. Bregoli made a motion to approve the Safety and Security Program Improvement Plan. Mrs Hubley seconded the motion and on a voice vote, the ayes have it.

Mr. McCarthy said that he intends to remove outside lighting and classroom door locks from the items currently in the Facilities and Security Subcommittee.

Mrs. Lebo asked about President's City Inn fence and Dr. DeCristofaro reminded her that slats will be added to fill in the chain link fencing. Mr. McCarthy suggested that the owner of the President's City Inn be asked to appear at a November meeting. Mrs. Lebo reminded Dr. DeCristofaro that she would like to see the landscape plan for the former Quincy High School site and asked that the Mayor bring those to the October 23 School Committee meeting.

Mr. Bregoli made a motion to adjourn the meeting at 6:35 pm. Mrs. Hubley seconded the motion and on a voice vote, the ayes have it.