BOARD BRIEF

Date: May 22, 2020

BOARD INFORMATION: X
MEETING PREPARATION:

FROM: Anita J. Cordova, Director, Maintenance and Custodial Services

THROUGH: Mignon R. Anthony, Chief Operating Officer

Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

TO: The Honorable Cindy Anderson, Chair, and

Members of the Alexandria City School Board

TOPIC: Maintenance and Custodial Services Update and Facility Usage

ACPS 2020 STRATEGIC PLAN GOAL:

Goal 1: Academic Excellence and Educational Equity

Goal 2: Family and Community Engagement

Goal 4: Facilities and the Learning Environment

Goal 5: Health and Wellness

Goal 6: Effective and Efficient Operations

SY 2019-2020 FOCUS AREA:

Focus Area 1: Educational Equity

FY 2020 BUDGET PRIORITY:

Optimal and Equitable Learning Environments

SUMMARY:

As described in the Background section below, the Office of Maintenance and Custodial Services (MCS) became its own entity during the third quarter of the school year (See Attachment 1). A series of efforts including pre-COVID-19 closure, during COVID-19 closure, and planning efforts in anticipation of reopening rules and requirements have been extensive. Maintenance and Custodial Services manages Maintenance and repair work, Custodial cleaning, Landscaping, and Pest Control Services.

Maintenance Services manages and repairs building systems, move services and small repairs. This small team of twenty-one skilled trade personnel, general maintenance workers and building engineers handle preventative maintenance, responsive maintenance and repairs. Due of the volume of work orders, services are supplemented through the Operating Budget by outsourcing through contractors. This year a different approach in managing preventative maintenance, work orders, and making repairs delivered rewarding results. See Attachment 4.

Custodial Services is comprised of ACPS employees and outsourced contractors. A dedicated team of over 300 that has always provided good service produced noticeable improvements this past year by fine tuning work plans, communication, coordination and follow through. The COVID-19 closure has diverted a few of our plans, but have not stopped them. See Attached 4.

Landscaping is primarily outsourced division-wide. In addition to general landscaping services, MCS collaborates with the ACPS Garden Liaison who provides instructional resources that make curriculum

BOARD BRIEF

connections between the community, environment and Earth force activities for sustainability using the schools' learning gardens. The Liaison and MCS also work with teachers, PTA and community volunteers division-wide to ensure these learning gardens are maintained and planned appropriately. See Attachment 4.

Pest control services is completely outsourced division-wide. These services includes identification, prevention response and eradication of a variety of destructive pests. See Attachment 4.

Maintenance and Custodial Services manages and coordinates ACPS facilities uses. All requests for the use of schools and school grounds is coordinated by MCS including internal organizations, external sources and partners, and special events. MCS works with each school's administration to issue regulatory permits and support to these requests. Attachment 3 lists the type uses that are currently being required for planning purposes by MCS.

In April 2020, to prevent the spread of COVID-19 and ensure safety of all of our staff, contractors, volunteers and visitors, MCS planned and implemented the ACPS Temperature Screening operation. MCS coordinates, provides training and management of each site team who perform screening operations including Safety and Security Services, Pupil Transportation and School Nutritional Services. The Operation supports meal distribution, facilities-related construction projects, and other ACPS activities, as required. An average of over 250 persons are being screened daily.

BACKGROUND:

With the Superintendent's restructuring plan, the Office of Maintenance and Custodial Services (MCS) became its own entity under the new Department of Facilities and Operations (F&O), effective the third quarter of the school year (see Attachment 1). This shift, along with other organizational changes, requires a modified alignment and oversight between the work and the budget structures of MCS, Educational Facilities and the new Office of Capital Programs, Planning and Design. The entire Department of Facilities and Operations, also including Pupil Transportation, School Nutrition Services and Safety and Security Services, strive to provide support and coordination for essential, professional, responsive and financially efficient services to ACPS and its stakeholders.

RECOMMENDATION:

The Superintendent recommends that the School Board review the update.

IMPACT:

These Maintenance and Custodial Services program measures limit educational downtime, extends the service life of ACPS assets and optimizes environmental, safety, and health practices and performance.

ATTACHMENTS:

200522_Board_Brief_Attachment1_Realignment_of_Educational_Facilities 200522_Board_Brief_Attachment2_Maintenance_Services'_School_2019-2020_Accomplishments 200522_Board_Brief_Attachment3_Facilities_Usage_During_School_Closure_Due_to_COVID-19 200522_Board_Brief_Attachment4_PreClosure_During_COVID_Closure_Reopening_Planning

CONTACT:

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