

Berkeley Unified School District  
**Facilities Safety and Maintenance Oversight Committee Meeting**

AGENDA

Thursday, February 21, 2013

5:45 – 7:15 PM

1720 Oregon Street

Berkeley, CA 94703

(510) 644-6250

1. Call to Order/Approve Agenda
2. Approve Minutes of 10/04/12
3. Report from Maintenance Management
  - 2<sup>nd</sup> Quarter Report
4. Committee Discussions
5. Agenda items for the next meeting, March 7, 2013
  - 2<sup>nd</sup> Interim Report
  - Discuss Committee Structure
6. Committee statement to the Board of Education related to agenda items of this meeting: evaluate, draft if needed, and approve
7. Public Comment on non-agenda items
8. Adjournment

Enclosures: Minutes from the 10/4/12 FSMOC meeting  
2<sup>nd</sup> Quarter Report  
12/06/12 meeting notes

*The public is invited to speak on any action item on the Agenda*

Facilities Safety and Maintenance Oversight Committee meeting

12/06/12

Berkeley Unified School District

Facilities Safety and Maintenance Oversight Committee (FSMOC)

**Notes**

December 06, 2012

1720 Oregon St.

Committee members present (& appointer)

Catherine Lazio (Wilson) Federico Castillo (Leyva-Cutler)

Committee members absent

David Shiver (Board at Large) Rick Carr (Hemphill)

Community members present

Nicolie Bolster-Ott

Staff

Lew Jones

Steve Collins

Gayle Brandt

**1. Quorum**

The quorum was not established with only two FSMOC members present. There are currently four active members.

**2. Approve Minutes of 10/04/12**

Since there was no quorum established, the Minutes could not be approved.

**3. Report from Maintenance Management**

a. 1<sup>st</sup> Quarter Report

Manager Steve Collins reviewed the report:

- The evening shift has gone back to their regular schedule of preventive maintenance, beginning with Willard.
- The Fire Marshal inspected five sites. Four had no deficiencies and the deficiencies reported at the fifth site were corrected.
- The State elevator inspector is still running behind in his inspections. Ten elevators were inspected during the reporting period. The elevators may still be operated with an expired permit if the inspector is too busy to inspect it.
- Professional Development was held on October 8<sup>th</sup> and included mandated reporting, heat and illness and hazard communication. The maintenance department was also trained in customer service and the custodians were trained in recycling.
- The Grounds Department has one gardener vacancy and the Maintenance Department has two vacancies.
- The Maintenance Department will buy an additional vehicle during the 2012/2013 year. It will be a heavy duty pick up with commercial tool boxes and a tow package and will be used by the evening crew.
- Collins explained about the free Grainger in place inventory program we are beginning to use more now that the Berkeley store has been closed.

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- We have increased the custodial model to accommodate the new Administration building and to provide custodial and maintenance support to the Realm Charter School (they will be paying for this service).
- Solar panels are up and running at BAM and Malcolm X.

b. First Interim Report

Director Lew Jones reviewed the report:

- Savings in Salaries and Benefits could be as a result of vacancies and/or people being on workers compensation.
- Savings in the Maintenance Initiatives line is partially due to work that was scheduled for the Community Theater that was not done. In addition, several projects cost a little less than what had been planned.
- On last page, projected income was increased due to predicted cost of maintenance services for the Charter School.
- The bottom line is that it looks like we will remain static as regards the reserve.
- Will look at possibly increasing Maintenance initiatives for next year.

c. Site Presentations

- It was discussed that the "Site Presentations" items be removed from the FSMOC yearly agendas going forward.

**4. Committee Discussions**

There was nothing brought up for discussion

**5. Agenda Items for the next meeting, January 10, 2013**

Following are the agenda items for the next meeting:

- Update on goals
- Report from Operations and Berkeley High Manager
- Review Board Appointments

**6. Committee Statement to the Board of Education**

The Committee had no statement this month.

**7. Public Comment on non-agenda items:**

Nicolie Bolster-Ott thanked Jones and Collins for getting back to her about the theater rigging at BCT.

**8. Adjournment**

The meeting was adjourned at 6:50

The next meeting will be January 10, 2013

Facilities Safety and Maintenance Oversight Committee meeting

10/04/12

Berkeley Unified School District

Facilities Safety and Maintenance Oversight Committee (FSMOC)

**Meeting Minutes**

October 4, 2012

1720 Oregon St.

Committee members present (& appointer)

Catherine Lazio (Wilson)

David Shiver (Board at Large)

Federico Castillo (Leyva-Cutler)

Rick Carr (Hemphill)

Staff

Lew Jones

Steve Collins

Gayle Brandt

Community members present

Nicolie Bolster-Ott

**1. Call to Order/Quorum/Approve Agenda**

The quorum was established with three FSMOC members present. The fourth Committee member joined the meeting shortly thereafter. There are currently four active members. The meeting was called to order at 6:00. The Agenda was unanimously approved.

**2. Report from Maintenance Management**

a. School Opening

Steve Collins reported that due to the extensive work done during the summer, the schools looked better than they have in a long while.

b. 4<sup>th</sup> quarter Report

Maintenance Manager Steve Collins reviewed the report for the Committee:

- 150 projects were completed this summer. Some of these projects were: creating a new classroom remodeling at Cragmont Elementary, classroom remodel at Realm Charter School, G & H Boiler replacement at BHS, slurry sealing and striping at King and Oxford; major maintenance of the BHS field (artificial turf), new irrigation and grass at the King softball field, new window coverings and play-matting at Emerson, and stage lighting upgrades at Malcolm X and Emerson.
- Lazio asked about the maintenance on the BHS field and Jones explained this included “deep cleaning” and “re-fluffing and replenishing” the material that lies between the ground and the artificial turf. Community member, Nicolie Bolster-Ott suggested that additional monthly maintenance be done and Collins agreed that a regular maintenance schedule would be created, with assistance from the company who performed the summer maintenance.
- Lazio suggested that it might be helpful to add the summer work to the A+ News, so that all members of the community would be able to see what had been accomplished.

c. Full Year 2012 Financials

Director Lew Jones reviewed the report.

- There is one item that is new, so is not in the report: the MOU between the District and Realm Charter School concerning Custodial and

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10/04/12

Maintenance work, which will be done by the District. Realm will be charged based on square footage.

- Lazio questioned indirect cost and Jones explained that it is a percentage calculation that changes every year, based on figures from 2 years prior.

d. Damage to Emerson School

Citing the Committee's request to be informed of damage to more than one school room, Jones reported that over the Labor Day weekend, there was water damage to three classrooms at Emerson School, beginning with a water leak from a drinking fountain in one upstairs classroom which dripped through the floor into the two classrooms below. Since this was a long holiday weekend, it was noticed by a teacher who happened to be there. The water to the room was turned off, thus preventing even more damage. All damage has been repaired and the three classrooms are back in use again.

- Carr asked if a water sensor could be installed to prevent this type of problem in the future and Jones stated that it probably would not work in this instance.
- Shiver asked if the Security that patrol the District go into classrooms and Jones answered that while they do go to the schools, on that weekend they were probably rather scattered as it was a busy weekend for teachers to go into the classrooms to finish getting them ready for school, which had opened a few days before.

**3. Committee Discussions**

a) Site Presentations

- Lazio suggested that it may be better to use websites (A+ News and the BUSD website) or fliers to be handed out at PTA meetings than site presentations to advertise the Maintenance Departments accomplishments. She stated that we could include pictures, too.
- Lazio also stated that she will report on Measure BB at the next BSEP meeting.
- Shiver suggested a place to include Maintenance projects would be on the District website, right below the text of BB.

b) Full year Agenda Schedule

- The Agenda Schedule was reviewed. Jones pointed out that the FY 2013 First Interim, scheduled to be presented in the December 6 meeting may have to be pushed out to January because of holiday conflicts with the Board meetings.
- Collins stated that the January 3 meeting would have to be moved to January 10, owing to the New Year Holidays for the District.
- Discussion about the Committee Structure will be added to the February 7 meeting in preparation for presentation to the Board for the 2013-2014 school year.
- Brandt pointed out that the normal meeting date, the first Thursday of the month, would occur during Spring Break in April. It was agreed upon that the meeting should be moved to the second Thursday, April 11.

**4. Agenda Items for the next meeting, November 1, 2012**

- First Quarter Report

**5. Committee Statement to the Board of Education**

The Committee would like to recognize how impactful it is to see all the projects that are completed during the summer. The Committee would like this statement to be included in the Quarterly Report to the Board of Education.

**6. Public Comment on non-agenda items:**

Nicolie Bolster-Ott questioned if the BCT usage revenue would be reported in the Quarterly Reports under Permits and Revenue data. Jones stated that it would be included in the figures at BHS, but would not be broken out as a separate figure.

**7. Adjournment**

The meeting was adjourned at 7:15

The next meeting will be November 1, 2012

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** FSMOC  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** February 7, 2013  
**SUBJECT:** Maintenance and BB First Quarter FY 2013 Report

## **SUMMARY AND DISCUSSION**

This report is an update of the Maintenance Department for the second quarter of the 2013 Fiscal Year. The reporting period covers October 26, 2012 through January 27, 2013. The stated goals of the Annual Plan are not listed in this report, but certain areas of these goals will be referred to as we evaluate progress in these areas. We will also continue to report on specific areas of previously approved plans as we make progress on those goals.

## **COMMUNICATION/REPORTING**

The Committee was sent the First Interim Report for Fiscal Year 2013.

## **COMMITTEE MEMBER COMMENTS**

## **MAINTENANCE**

The evening shift visited fourteen sites since the last report.

The fire marshal sent three new reports. One report was clean. The deficiencies were corrected at the other two sites.

The State elevator inspector is still running behind in his inspections. Eleven elevators were inspected in this reporting period. Five were clean and we are correcting the other six. An elevator can be used with an expired permit if the inspector has been too busy to inspect it.

## **TRAINING**

All gardeners were trained in the maintenance of young trees.

## **GROUNDS**

The department has filled the one vacant gardener position.

## **VEHICLES AND EQUIPMENT**

We got specifications for a replacement vehicle and will replace it this Fiscal Year.

**STAFFING**

Managers	1.64 permanent
Supervisors	2 permanent
Administrative Coordinators	2.15 permanent
Trade Leads	3 permanent
Security Engineer	1 permanent
Network Engineer	0.3 permanent
Maintenance Engineers	10 permanent, 2 vacancies
Trade Specific	1 permanent
Maintenance Technician	4 permanent
General Maintenance	2 permanent
Grounds Lead Worker	2 permanent
Grounds	7 permanent, 1 vacancy
Vehicle Mechanics	0.45 permanent
Security Personnel	1 permanent (0.5 FTE of two positions)

Total 40.54 FTE

We do not detail the 5% of head custodians charged to the Measure BB Fund in the chart above.

**BUDGET**

The Committee was sent the First Interim FY 2013 budget report.

**CUSTODIAL**

The department received their first assessment from the WeCare (customer service) training.

**UTILITY REDUCTION AND MONITORING**

We have estimated that we will save about \$50,000 per year from the installation of solar panels at BAM and Malcolm X.

**PROPERTY MANAGEMENT**

Staff has processed 55 permits from October 26, 2012 through January 27, 2013. The gross revenue received in this time period was \$60,397. The Hillside site has been sold, so revenues will likely drop in the future. Berkeley High has processed two permits in that period and has received gross revenue of \$1,851.

**WASTE MANAGEMENT**

We started the new recycling program. A new trash compactor was installed at BHS.

**HAZARDOUS MATERIALS**

We removed hazardous soil from both BHS and Derby in the reporting period.