



Berkeley Unified School District

Facilities Division
1707 Russell Street
Berkeley, CA 94703
p. 510.644.6066
f.510.644.8983

www.berkeleyschools.net/departments/facilities

Draft Meeting Minutes of March 5, 2015

Members Present: Stephanie Allan Susi Marzuola Eric Weaver
Carl Bridgers Alan Nudel David Goldin Nicolie Bolster-Ott

Board Directors Present: Josh Daniels

Staff Present: Javetta Cleveland, Deputy Superintendent
Steve Collins, Maintenance Manager
Chanita Stevenson, Administrative Coordinator
Miguel Dwin, Accountant

Members of the Public: Richard Boyden

1. **Call to Order:** The meeting was called to order at 6:00 PM.
2. **Approval of Meeting Minutes:** Co-Chair Marzuola moved to approve the minutes. Member Nudel seconded the motion. The minutes were approved unanimously.
3. **Public Comments:** There were no public comments.
4. **Staff Report**

Steve Collins, Maintenance Manager, gave the staff report.

Current Projects in Construction:

- Longfellow Cafeteria: Demolition has begun.

Projects scheduled for Award:

- Cragmont Roofing & Solar Project is scheduled for award.

Upcoming Projects:

- Modernizations: LeConte, John Muir, Willard, King Gym and Donahue Gym.
- Landscaping Projects: Jefferson, Berkeley Arts Magnet and BHS.

New Projects:

- Portables Addition. Deputy Superintendent Cleveland noted that this project is moving forward with five portables and one restroom at three sites (2- Thousand

Oaks, 2 portables and 1 restroom – LeConte, 1 Portable – John Muir). Member Bolster-Ott questioned if there will be a need for seven portables. Deputy Cleveland responded that enrollment numbers suggest the need for five portables. Baker Vilar Architects will go to the Board for approval for design services at the next board meeting.

Additional Questions/Comments from the Committee related to Projects:

- **Jefferson Landscape** – Secretary Weaver asked if there was any publicity related to this project. A neighbor was concerned about the lack of landscaping. He suggested that the District send out a postcard for Jefferson regarding the upcoming summer project. Staff responded that postcard notifications are mailed during the planning process and a sign board with information is placed on site. A banner will go up during construction with project information. Secretary Weaver further inquired about the location of construction and if any landscaping will occur on Ada street. Staff responded that the construction work is expected to occur in the yard area, but will review the schematic approval for further information. This project is currently at DSA. Secretary Weaver stated that the current landscaping on Ada is mostly ivy and the neighbors hate it. Maintenance will look into the landscaping of this area.
- **New Facilities Director:** Co Chair Allan asked Deputy Cleveland when the new facilities director will be on board. Deputy Cleveland responded that he is still being processed in Human Resources.
- **Longfellow Gates:** Co-Chair Allan asked for an update on the traffic calming gates at Longfellow. Staff responded that Executive Cabinet and the Board made the decision not to close the street. The decision by Staff was not to close the street. Co-Chair Allan asked why the Committee was not informed. Staff responded that he was not sure why the Committee was not informed. Since the Committee is revisiting this issue, the Board directed staff to contact the City of Berkeley. After checking in the City of Berkeley, Staff reported that the City and the District at the time and still feel that the current design and measures taken are pretty sufficient. City Staff also stated that the District would have to provide evidence that warrants closure of the street. The process would involve hiring a traffic engineer to do studies and create a preliminary design that would be submitted to the City. The City would review the plan and then start their process. The project is scheduled for completion in fall 2016. The current City process would take around two years. Co-Chair Allan stated that the Committee was not informed. Deputy Superintendent Cleveland noted that the safety concerns of the site was addressed at the Site and at the Board level. Deputy Cleveland noted that the option of closing the street was not discussed in-depth, but the safety concerns and traffic calming solutions were discussed as a part of the design. Co-Chair Marzuola asked more about the designed solution and if there was a traffic consultant or study done. Deputy Cleveland responded that she is not aware of a traffic study. The Committee will add this to the agenda for discussion next month with the new director.

- Surveillance Cameras and Public Address Systems at Multiple Sites:** Co-Chair Allan asked about the budget for cameras. Staff responded it is currently \$1.3M. Secretary Weaver asked about the overall scope of the project. Staff responded that the project includes the installation of camera and public address systems at multiple sites at the recommendation of the District wide Safety Committee. Secretary Weaver recalled a discussion the CBOC had about the installation of security cameras. If no one was hired to monitor the cameras, the use of the cameras would be to gather evidence after an incident. Deputy Cleveland responded that she remembers that the discussion for cameras were to be used in the event of an “active shooter” situation. Member Goldin stated that there is a camera program in San Francisco Unified, but it is not monitored all day. There is a central location for monitoring and a monitor in an administrator’s office. Member Goldin stated that Secretary Weaver is correct that it is used to provide information to the police. The sites that will receive cameras include: Berkeley High School, Cragmont, 1810 Hopkins, Emerson, and Washington. There is an alternate for Thousand Oaks to receive cameras. The sites that will receive public address systems will include: Cragmont, Emerson, Rosa Parks, Thousand Oaks, Washington, 1810 Hopkins and King Middle. Co-Chair Allan stated the Committee was in support of the public address systems and stated that they wanted more information on the cameras in terms of a plan. For example, how many cameras at each site, how long to keep the data and overall how they are used. Member Bolster Ott added comments related to the operational costs to fix the cameras and asked if there is an operational budget to fix cameras. Staff responded that there is an existing budget to fix cameras. Member Nudel said that another concern of the Committee was that it provides a false sense of security. Co-Chair Marzuola asked about San Francisco Unified’s experience with camera systems. Member Goldin responded that there is trend that for every school shooting that occurs nationwide that there is outcry from parents for more cameras at schools that do not have them. San Francisco Unified is spending a lot of money to install more cameras. Secretary Weaver clarified the discussion last year that there was not an opposition to cameras, but rather a concern about how they were going to be deployed and if there was a strategy on how they were going to be utilized. He states the Committee did not receive information on a plan. Board Director Daniels stated that the Board approved a camera policy. He plans to distribute this information to the Committee.
- Status of Items:** The Committee will create a list of items for the new Director to provide a status.

- Action: Approve the Financial Audits for Measure I and Measure AA General Obligation Bonds for the Year Ended June 30, 2014.** Member Goldin wanted to know how much of the fund balance of \$17M is encumbered for a project that will get paid over the next 3 months and do we have the cash flow for the work that we would like to do for the following year as it takes time to sell bonds. Deputy Cleveland responded that the audit report is as of June 30, 2014 and most likely there are encumbrances in 14-15. Deputy Cleveland stated that the District could sell another bond in the spring, but can wait until the fall. Deputy Cleveland did not want to move forward until the new director of facilities is on board. Member Goldin asked about how our District operates in

terms of bond sales as it relates to construction projects and if the District has the cash to fund projects. Deputy Cleveland responded that we are conservative as it relates to projects.

Member Goldin moved to approve the Financial Audits for Measure I and Measure AA General Obligation Bonds for the Year Ended June 30, 2014. Member Bolster-Ott seconded the report. The motion was approved unanimously.

6. **Action: Approve the Performance Audits for Measure I and Measure AA General Obligation Bonds for the Year Ended June 30, 2014.** Co-Chair Allan moved to approve the Performance Audits for Measure I and Measure AA General Obligation Bonds for the Year Ended June 30, 2014. Member Goldin seconded the report. The motion was approved unanimously.
7. **Action: Approve a letter opposing the use of Measure I Bond funds for the BHS Feasibility Study.** Deputy Cleveland stated that the District has not moved forward with the feasibility study as it has not been defined. Deputy Cleveland will make a recommendation to the Board to multi-fund this project and make an adjustment to the Facilities Financial Modifications as it relates to Measure I. She will discuss this with the new director to define the scope of the feasibility study and how it will be funded. The Committee would like an update on the feasibility study when it is defined. No action was taken on this item.
8. **Action: Approve the Annual Report.** This item will be pushed to the next meeting.
9. **Discussion of Educational Specifications:** This item will be pushed to the next meeting.
10. **Monthly Report from the Subcommittees:** There were no reports.
11. **Committee Comments:** Co-Chair Allan suggested that we invite Francisco Martinez to our next meeting to provide an update related to enrollment. Board Director Daniels stated he will distribute documents to the Committee regarding enrollment. Secretary Weaver suggested that the District give current enrollment information to Berkeleyside to combat the comments made last fall regarding the late addition of classrooms and capacity related issues. There was some discussion about how to provide information to the Berkeley community regarding enrollment.
12. Future Meeting Dates:
 - Our next scheduled meeting is April 16th.
13. Adjournment.
 - The meeting adjourned at 7:26 PM.