

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. 4th 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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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