

Berkeley Unified School District

FACILITIES PLANNING DEPARTMENT

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Draft Minutes of the Meeting of June 27, 2013

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

Staff Present: Lew Jones, Director of Facilities
Chanita Stevenson, Administrative Coordinator

BUSD Staff Present: Mark Coplan

1. *Call to Order:* The meeting was called to order at 6:01 PM.
2. *Approval of Meeting Minutes:* A motion to approve the minutes was made by Co-Chair Weaver and seconded by Member Bridgers. The minutes were unanimously approved.
3. *Public Comments:* There were no public comments.
4. *Staff Report*

Project Updates – Current Construction

- **Jefferson:** This project has begun. The seismic work has begun ahead of schedule.
- **BHS Phase II & III:** This project is going well.
- **West Campus Board Room/Charter:** This project is experiencing delays. The contractor submitted a schedule that shows the Charter School will not be completed by the start of school. There are some hidden conditions including additional concrete and roof issue that has added to a delayed schedule. The District is meeting with the Contractor to get the schedule back on track.
- **Derby Field:** We have not accepted the job yet. The sod is not doing well in certain areas and the irrigation issues are being corrected. There were multiple questions regarding the field.

Project Updates – Projects in Design

- **B-Tech Science:** The video presentation was done. This project includes mostly interior work. It also includes exterior painting and roofing. (All presentations are available online)
- **Pre-K Expansion:** The video presentation was completed.
- **Longfellow Cafeteria:** A supplemental meeting was held on June 10th that was facilitated by Board Member Appel. An additional meeting held on June 24th discussed the gardening opportunities on the main campus. There were concerns from the community regarding public process. There was a presentation at the Board and the project was approved to move forward. *Co-Chair Allan expressed concern regarding the section on the street closure regarding this item and suggested that a recommendation to the Board to close the street to be added to the calendar*

for the next meeting. She stated that the City of Berkeley is willing to collaborate with the District to work on closing the street. Secretary Weaver stated he is concerned that the Committee is overstepping its role in sending design recommendations to the Board. He further stated that the Committee should understand that if the Committee continues to make these types of recommendations, members of the community will continue to attend Committee meetings to complain. He further added that the Committee has an excellent relationship with the Board because the Committee is able to provide an objective analysis and is not perceived as an interest group for various schools. Co-Chair Allan agreed. The Committee agreed to calendar this item with a statement for recommendation to be given to the Board. Staff informed the Committee that a small group at the Board meeting requested that the project start over and be re-designed. That group felt there was not enough emphasis on the gardening program.

- **Portable Replacement Project:** An information item was presented to the Board. Originally this project was planned to go to the Board for approval on June 12th. Then it was pushed to the June 26th because of the added meetings. This item moved the project for approval on September 11th. Staff explained that the new approval date will make it a challenge for the project to be completed as originally scheduled. The item included a recommendation to review a few items before the Board Decision. One item is the safety audits, which are pending and Staff would like to integrate this advice from the audit. The Board is interested in safety. There is also an interest in doing capacity studies to determine if portables are needed in the long term. Additionally, the location of transitional kindergarten will have an impact on the decision. The Board may choose to move forward with a portion of the project at BAM, King, or Washington. The Co-Superintendents wanted this item to go before the Board to show where the Portable project was headed prior to a new Superintendent and a new Principal hire. Comments on this item from the public included those against the project at Washington and the request to add a restroom at Berkeley Arts Magnet with consideration for the gardening program.
- **DSA:** In response to concerns that the projects have not been closed out, the job card process was created. The process is still in transition.

5. **Action:** Notification Template and Process for Construction Projects

- Co-Chair Marzoula and Secretary Weaver worked to develop a Notification Template and Process for Construction Projects. It is an opportunity to standardize notification and provide more information to the sites regarding upcoming projects. Some suggestions include:
 - Distributing information on the e-tree and utilizing school bulletin boards.
 - Formalizing district projects by creating a sign similar to the City of Berkeley which explains the project information
 - Creating a website just for the project
 - Timing the information 2-4 weeks before the first meeting
- Public Information Officer Mark Coplan provided information on the current process and his experience of broadly publicizing projects. He stated that when he publicized meetings too broadly, groups from other sites question why a similar project was not happening at their schools.

- The template to notify sites on a color board that publicizes a project should be standardized to provide the following information:
 - Brief project description
 - Brief project history
 - Project Schedule: including the meetings, board approval dates and a general schedule of design and construction
 - Meetings: Identify Site Committee Meetings and Community Meetings by number.

The overall goal is to put the projects in the context of their history and provide a summary. Another goal should be to have a simple website with information for people to see the current and upcoming projects.

- Secretary Weaver added that the template will accomplish the following:
 - It will make clear that there has been a clear process for establishing the projects
 - It will create a process that is systematic that is done the same each time for each project
 - It will clarify roles of members in the process. It will help explain the roles of the Site committee, Principal and the Board.
- The program should be developed before the first Site Committee meeting.

There was no action at this meeting on this item. The notes from this discussion will be provided to Staff. This item will be calendared for the August 29th meeting for Action.

6. Committee Member Comments

- There were no committee member comments

7. Reports from Subcommittees

- Audit/Project Tracking Committee: This Committee had no reports at this time.
- Design Review Committee: The Design Review Committee met with Staff and identified three projects (Longfellow Cafeteria, the portable project, the, Pre-K expansion) that might have an impact on their neighborhoods. Members attended meetings to understand the process and how to modify the Construction Notification Template. It appears that a majority of the issues from the meetings have come from a lack of project history. Currently the sub-committee is working on the Construction Notification Template. An outline to provide to the Architects for the video presentations was recently completed.

8. Additional Comments:

- Secretary Weaver created a statement for adoption for the following meeting regarding traffic calming at Longfellow Middle School for the cafeteria project. The statement is as follows:

The Committee has reviewed the design adopted for the Longfellow Cafeteria project. We believe that there is a hole in the plan regarding determination of a traffic calming/street crossing safety strategy. We note that it is estimated that the budget for traffic calming is \$40,000. We believe that \$40,000 is a reasonable budget and is consistent with the District Bond Initiatives. We encourage the Board to adopt a specific strategy.

9. Future Meeting Dates:

- The following dates were scheduled for future meetings:

August 29, 2013 September 26, 2013

10. Adjournment.

- The meeting adjourned at 7:28PM.