

Berkeley Unified School District
Facilities Safety and Maintenance Oversight Committee (FSMOC)

Minutes

February 20, 2018
1720 Oregon St.

Committee members present

Mark Beyeler Lauren Schiller Toni Stein

Staff

Steve Collins Rhonda Cervantes

1. Call to Order/Quorum/Approve Agenda

The meeting was called to order at 5:52 pm. A quorum was established. Schiller asked if an item might be added to the Agenda regarding the Annual Plan. Collins stated that goals included in the Annual Plan will be discussed at the April 17, 2018 meeting. The Agenda was then unanimously approved. Notes from December 4, 2017 were unanimously approved.

2. Report from Maintenance Management

2nd Quarter Report

Collins presented the Second Quarter Report covering the period from October 1 through December 31, 2017.

- The evening maintenance crew had visited twenty sites during this period for repairs and preventive maintenance.
- Collins reported that there are two wheelchair lifts at King Middle School that are not repairable and will need to be replaced. They have been decommissioned per state law, but are now not ADA compliant.
- Susan Silber has been contracted to consult with the District regarding the planning and implementation of green and sustainable practices and will be meeting with stakeholders as a first step.
- Collins informed the Committee that the Maintenance Department has contracted with Sun Light & Power to repair and monitor our photovoltaic (solar panel) systems. All District photovoltaic systems will be centrally monitored. This will result in substantial utility savings.

2nd Interim Report

Collins presented the 2nd Interim Report covering the period from November 1, 2017 through January 31, 2018.

- Collins reviewed the financial chart and explained that actual expenses are very close to the Board plan and a healthy end balance is anticipated. Resulting projects will include installing solar film on classrooms at King that experience high temperatures, replacing mini blinds with roll-down shades, and may include replacing the decommissioned wheelchair lifts if other funding is not available. Nonetheless, there are increased expenses relative to income compared with prior years. This is due in part due to the classification and compensation study which was implemented in 2016 and resulted in increased compensation for most staff.

- Collins explained that while the Department is fully staffed, there are considerable expenditures for substitute Grounds Gardeners due to staff who are injured and on long term workers' compensation leave.
- The District as a whole is making cuts and Collins has been directed to identify reductions as well. He has identified \$100,000 in reductions which will be presented when the budget is developed for 2018-19. Collins informed the Committee that he is a member of the Superintendent's Budget Advisory Committee and explained the process by which potential reductions are evaluated by that committee's members and the process by which recommendations are ultimately considered and finalized by the Board. Collins informed the Committee that he was able to demonstrate \$60,000 in savings due to Prop 39 projects.

3. Committee Discussions

- Schiller requested a process wherein discussion items are carried over to the next meeting's agenda. It was agreed that discussion items identified as needing to be continued or followed up will be placed on the following agenda under "Committee Discussions".
- Beyeler noted that since our last meeting where fire safety was raised in light of the Sonoma fire, an additional wildfire occurred in California. As agreed at the December 4 meeting, Stein followed up with Chin at the Fire Department and asked if the Committee would like to invite him to present at a future meeting.
- Collins explained that the former Transportation Manager had been the District lead with regard to safety and emergency planning, and since her retirement no one has filled that role. The former PIO had led the emergency container program, and since his retirement no one has stepped in to that role either. The District is not large enough to support a full-time safety manager. However, custodial staff does ensure that fresh water is stored in containers, and recently replaced the contents of containers where spillage and damage had occurred. Beyeler said that it is best to ensure that money is spent that will minimize risk, and increase student safety. Collins informed the Committee that he is a member of the District Safety and Emergency Preparedness Committee recently formed by the Superintendent. Collins told Stein that the Berkeley High School Safety Committee of which she is a member, should report to this committee.
- Collins informed the Committee that he has received a quote for approximately \$30,000 from the Technology Department to equip all Maintenance vehicles with CB radios for use in emergencies. Schiller stated that she wants to be kept informed about emergency preparedness and safety. It was agreed to have this on the April 17 agenda under "Committee Discussions".
- About one-third of District sites have Columbine locks. Collins informed the Committee that there was a plan under the former Facilities Director to install Columbine locks at each school by this summer. While this did not occur after his departure, the current Facilities Director is actively working on a plan to address remaining sites that do not yet have them installed.
- Schiller asked Collins to clarify the scope of the green and sustainable contractor. Collins said the focus will be on waste reduction, energy efficiency, water uses, and creating a culture wherein green and sustainable practices thrive. The Committee asked that Susan Silber be invited to the next FSMOC meeting.
- Stein asked about the feasibility of composting green waste resulting, for example, from fall tree pruning. Collins stated that that the District does not have facilities to compost. Collins

said that City of Berkeley gives away compost and he is looking into having them dump compost for our Grounds crews' use.

- Collins reported that one of his goals was to have bottle fillers installed at drinking fountains and he has accomplished this goal. He is working on installing electric hand dryers, which is a bigger project.
- Schiller requested an update on gender-inclusive restrooms. Collins stated that the District does not yet have a comprehensive plan, and he does not want to modify existing facilities until a plan is in place. Challenges have included the availability of single-stall restrooms that are currently used by staff.

4. Public Comment on non-agenda items

There were no members of the public in attendance.

5. Committee Statement to the Board of Education

The Committee formulated and moved to approve comments to be included in the 2nd Quarter Report.

6. Adjournment

The meeting was adjourned at 7:23 pm.