

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

Minutes

September 21, 2017
1720 Oregon St.

Committee members present

Fred Dodsworth Mark Beyeler Lauren Schiller Igor Tregub (6:00 pm) Toni Stein (6:30 pm)

Board Member present

Ty Alper

Staff

Steve Collins Rhonda Cervantes

1. Call to Order/Quorum/Approve Agenda

The meeting was called to order at 5:55 pm. A quorum was established and the Agenda was unanimously approved. Notes from April 27, 2017 were unanimously approved.

2. Report from Maintenance Management

Summer List

- Collins reviewed the summer work process and how it differs from school term. Projects are identified by staff and by input from site administrators.
- Summer work consists of small to large projects, most of which are mechanical and mechanical preventive maintenance.
- Collins reviewed the Summer List, which consists of those projects completed by Maintenance and Grounds staff and by contractors during the summer recess period.
- Collins explained that those projects on the list that did not get completed are deferred to the Maintenance night crew site visits or to winter, spring or summer recess periods.
- Beyeler asked how projects are prioritized. Collins explained that the list is started in mid-April. The facilities manager at Berkeley High School and site administrators are consulted. Top priority is given to safety, HVAC preventive maintenance, electrical and plumbing.

3. Committee Discussions

Committee By-Laws

- Collins presented the revised By-Laws prepared by attorney William Tunick. Two revisions were requested: references to Student Member should be removed and the requirement for an Annual Report will be removed because it is redundant with the Annual Plan. Collins will make the revisions and bring back to the Committee.
- A request was made for a strategic plan. Collins explained that the strategic plan was intended for the period of implementation in order to be equipped to operationalize the Measure. A request was made that this item be continued on the November Agenda.
- Stein suggested looking at pie charts of expenditures as impetus to planning.

Reporting

- Dodsworth requested one paragraph in the quarterly reports on where we stand with regard to goals identified in the Annual Plan.
- A discussion was held about the difference in purview of Maintenance and Capital, and the interaction between the two areas.

Facilities Safety and Maintenance Oversight Committee meeting
09/21/17

- Schiller acknowledged that Collins knows what is working and not working and the Committee can assist where needed. Dodsworth added that the Committee also helps him be accountable to the community.

Grounds Waste

- Dodsworth asked if the City of Berkeley Forestry Department will take our grounds waste. Collins will ask the City.
- Stein will get the number for the Ecology Center to Collins as another possible resource.

4. Committee Statement to the Board of Education

The Committee had no statement this month.

5. Public Comment on non-agenda items:

There were no members of the public in attendance.

6. Adjournment

The meeting was adjourned at 7:24 pm.