

Berkeley Unified School District
Facilities Safety and Maintenance Oversight Committee Meeting
Tuesday, November 16, 2021
6:00 – 7:15 PM
Zoom meeting minutes
Berkeley, CA 94703
(510) 644-6250

Present

Staff:

- Sony Bhopal, Stephen Collins

Members:

- David Goldin, Jordan Harrison, Mario Choi

Call to Order/Approve Agenda

- 6:00pm

Report from Maintenance Management

- Steve Presented the 1st quarter report from July 1st to September 30th 2021.
- Staff performed in depth preventative maintenance to the HVAC
- The department completed 15 preliminary orders for Elevators.
- No fire inspections were required during this time period.
- Ruth Acty Elementary School elevator modernization was completed.
- Steve expedited the equipment shipment to complete this project on time.
- Maintenance replaced the boiler in the M building located at King Middle
- Maintenance replaced a sewer line in Martin Luther King Middle School Dining Commons and Adult School.
- Maintenance continues to install water bottle fillers at all sites.
- Facilities Purchased 600 Air Purifiers for all classrooms and office spaces and Maintenance coordinated the shipments, distribution and purchase.

Training:

- Collins informed the committee that staff received mandatory training that occurred on October 11 2022. In this meeting, Sofia Peltz presented a PowerPoint to educate staff about recycling and the sustainability program
- Steve complimented that the interaction between sustainability and crew was engaged and Peltz received good feedback.

Grounds:

- Collins informed that the grounds department is fully staffed.

Sustainability:

- Sustainability in conjunction with the grounds department has been in direct work of the Redwood Grove at John Muir Elementary School.
- Miyawaki forest is still an ongoing project and working on planting at three other schools.

Vehicle and Equipment:

- Collins needs to purchase vehicles for the Maintenance department however it is on hold due to lack of availability.

Staffing:

- Maintenance pays for 100% security cost which saves money from the general funds.
- A Maintenance technician was promoted and it caused a vacancy.
- Goldin asked if the district had only one telecommunication specialist to which Collins responded Yes.
- Collins mentioned that there are multiple positions Measure H pays for who do not directly work for the central Maintenance Department.
 - Telecommunication specialist
 - Security personnel
 - Maintenance Technician at Berkeley High School

Custodial:

- Custodial is closely related to maintenance department, and due to COVID there has not been any in person custodial meetings
- Supervisor is going on site to check-in with custodians.

Utility Reduction and Monitoring:

- We are in the process of placing a system to better monitor utilities

Property Management

- The property management has issued 50 permits from July 1st to September 30th 2022. Excluding Berkeley High School
- The revenue of the permits was \$60,390.86

Waste Management:

- Nothing to report at this time.

Hazardous Materials:

- Collins has been working closely with Custodial Manager to incorporate “greener” cleaning products with the exemption of disinfectant products.
- Collins also informed the committee that custodians have been cleaning up and disposing old expired chemicals.

Collins Presented the 1st interim report:

- First Interim report is from July 1st to October 31st
- Second interim report is from November 1st to January 30th
- Salaries and Benefits are \$146,000 higher than the annual plan.
- It is due to 3 ½ bonus and 1% Salary increase that were negotiated by the unions.
- Supply projection is the same as the 2022 annual plan.

1. Committee Discussions

- N/A

2. Agenda items for the next meeting April 19, 2022

- Second quarter report
- Second interim report

3. Committee statement to the Board of Education related to agenda items of this meeting: evaluate, draft if needed, and approve
4. Public Comment on non-agenda items
 - There were no public members.
5. Adjournment
 - 7:15pm