

**Riverside Unified School District
Operations Division**

Board Operations Subcommittee Meeting
District Office Conference Room 3 A/B
May 9, 2011 – 1:30 p.m.

MINUTES

CALL TO ORDER – 1:35 p.m.

PRESENT: Dr. Charles L. Beaty, Mr. Tom Hunt, and Dr. Kirk Lewis

Also present were. Dr. Rick Miller, Mr. Mike Fine, Mr. Ken Mueller, Mr. Rick Garcia, Mr. Juan Jimenez, and Ms. Lizette Delgado (Recorder)

Discussion Items

1. Entry Structure for Ramona Interior Landscape Project

Staff presented the subcommittee with a proposed design for an entry shade structure for the receiving area at the main entrance where the Campus Supervisor greets visitors and issues badges at Ramona High School. The estimated cost of the structure is \$20,000. The subcommittee determined that the design was not satisfactory and asked staff to present the subcommittee with alternative designs at a future meeting.

2. Prop. 84 Project

Dr. Lewis informed the subcommittee that Riverside City Parks and Recreation Department does not have the time or the resources to move forward with the grant application for the park at Sierra Middle School.

3. Team Cleaning Status Report

Ken Mueller presented the subcommittee with a preliminary Elementary and Middle School Centralized Cleaning status report. Also present were Rick Garcia and Juan Jimenez, Custodial Operations Supervisors. Mr. Mueller presented information concerning team cleaning vs. zone cleaning; program development; day custodian's duties and responsibilities; information concerning the 12 cleaning teams formed by 66 members, including 2 carpet crews; team cleaning concept and functions; and the February 2011 customer service and cleaning crew surveys. He also spoke about the next steps of the program including summer deep cleaning, working with the Custodial Committee on the second survey in the Fall; consideration of adjustments to the schedules, and further recycling efforts.

Dr. Miller expressed that the centralized cleaning concept is focused on productivity. Mr. Mueller said that the Plant Supervisors at the high schools have received team cleaning training because the expectation is that they implement team cleaning to the extent possible.

Mr. Mueller and Mr. Fine stated that the centralized team cleaning program is evaluated quarterly and it will be negotiated again with CSEA in the fall. He also said that another set of surveys are scheduled for the fall. Dr. Miller added that the program represents an annual savings of \$1.2 million.

Dr. Beaty thanked Mr. Mueller for the presentation and requested that a copy of the report be sent to all Board members in the weekly Mailout.

Action Items

4. Approval of Minutes

Mr. Hunt moved and Dr. Beaty seconded to approve the minutes of the March 16, 2011, meeting.

5. Disaster Preparedness Report

Dr. Lewis reviewed the disaster plans and procedures for school sites and non-school site locations, including levels of organizational planning, district level preparedness, and comprehensive school safety plans. Dr. Lewis said that the comprehensive school safety plan is reviewed annually by the school site councils and it is available for public inspection at the school office.

Dr. Lewis also mentioned that the AB300 seismic survey was completed by the District and said that all buildings meet the Field Act requirements. He stated that older buildings were built to less stringent building code requirements and that some are more susceptible to damage from large scale earthquakes due to their particular type of construction. Dr. Lewis said it is advisable to consider seismic retrofit work for those buildings considered most vulnerable. He added that approximately \$40,000,000 of seismic retrofit work has been identified and could be funded if an extension to Measure B occurred.

Concerning earthquake preparedness, Dr. Lewis stated that every year the District holds the Great Shake-Out State Drill in October and that the drop, cover, and hold procedure is practiced. After the drop, cover, and hold, and after the (simulated) shaking stops, buildings are evacuated.

Members thanked Dr. Lewis for the presentation and asked that a copy of the presentation be sent to all Board members in the weekly Mailout.

6. Approval of Portable Re-locations

Staff recommended that two portables from Earhart Middle School be relocated to Arlington High School for the Opportunity Program and to King High School for locker room space. Staff added that CFD funds are proposed to be utilized for this work.

Mr. Hunt moved and Dr. Beaty seconded to approve the relocation of the two portables to Arlington High School and King High School as presented by staff.

Public Relations

8. Unscheduled Communications

There were no requests to speak to the subcommittee.

Members Comments

There were no comments from subcommittee members.

Adjournment

The meeting was adjourned at 3:18 p.m.