

School Facilities Oversight Committee

Burbank Unified School District

Volume 1, Issue 10

10th Annual Report to the Community

May 2024

Another Year of No Findings with 2023 Bond Audit!



To ensure we stayed on track with the District goals and projects scheduled to be done, an accountability safeguard was established for Measure S through our independent Citizens' Oversight Committee. The Committee's charge is to ensure bond proceeds are expended only for the school facilities projects listed in the Bond Project List. The Citizens' Oversight Committee consists of at least seven members who are active in the community, have a vested interest in the District, or are local business owners. No employee or official of the District, vendor, contractor, or consultant of the District can be appointed to the Committee.

Committee Purpose

The Committee is charged by statute with the following purposes:

1. To promptly alert the public to any waste or improper expenditure of school construction Bond money.
2. To inform the public concerning the expenditure of bond revenues.
3. To ensure that bond revenues are expended only for the purposes described in the California Constitution; that is, for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities.
4. To ensure that no funds are used for any teacher or administrative salaries or other school operating expenses.

Committee Jurisdiction and Authorized Activities

In furtherance of its purposes, the Committee is authorized by statute to engage in the following activities:

1. Receive and review the annual independent performance audit required by the California Constitution.
2. Receive and review the annual independent financial audit required by the California Constitution.
3. Inspect school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution.
4. Review efforts by the District to maximize the impact of bond expenditures by implementing cost-saving measures, including, but not limited to, all of the following mechanisms:
 - a. Mechanisms designed to reduce the costs of professional fees.
 - b. Mechanisms designed to reduce the costs of site preparation.
 - c. Recommendations regarding the joint use of core facilities.

d. Mechanisms designed to reduce costs by incorporating efficiencies in school design.

e. Recommendations regarding the use of cost-effective and efficient reusable facility plans.

It is also important to note that the Committee does not perform certain functions such as participate in the District's actual bond sale and issuance process nor participate in the bid process for contractors or consultants (Proposition 39 Roles and Responsibilities, III. I.). It is within these parameters that the Committee performed its functions during the period from July 2022 through June 2023.

Audits

Proposition 39 requires that the sponsoring school district of an approved measure conduct an annual independent performance audit to ensure that the bond funds have been expended only on the specific projects included on the list of projects the district was required to provide when Measure S was presented to the voters.

Proposition 39 also requires that the school district conduct an annual independent financial audit of the proceeds from the sales of the bonds until all the proceeds have been expended for the school facilities projects. In compliance with the above requirements, the annual financial and performance audits of the District's Measure S bond expenditures for the fiscal year ended June 30, 2023 were conducted by Clifton Larson Allen LLP ("CLA"), an independent auditing firm. The report is dated December 1, 2023. With respect to the annual financial audit of the financial statements of the Measure S Building Bond Fund of Burbank Unified School District ("Measure S Bond Fund") for the fiscal year ended June 30, 2023, CLA issued an unmodified opinion. CLA also tested internal controls over financial reporting and compliance with laws, regulations, or provisions of contracts or agreements and determined that no significant deficiencies were noted.

With respect to the annual performance audit, CLA found that the District complied, in all material respects, with the types of compliance requirements that are applicable to the Measure S Bond Fund for the fiscal year ended June 30, 2023. CLA reviewed of 75% of total Bond expenditures and \$24,061 of salary and benefits charged to Measure S and verified that funds were expended for the construction, renovation, furnishing, and equipping of school facilities constituting authorized bond projects by review of supporting documentation.

The School Facilities Oversight Committee received the Financial and Performance Audits presented by Assistant Superintendent Andrew Cantwell at the regular committee meeting held on January 10, 2024.

Justin Worsham, Chair
School Facilities Oversight Committee

Committee Members

Justin Worsham, Chair
Carolyn Bisson
Shaun Hasas
Dakota Hughes
Raymond Juarez
Brandon Mullins
Geovanna Waters
Michelle Wolloff
Greg Wylie

Alternates Members

Serj Eyvazian
Chantal Sampogna
John Steinreich

Ex-officio Members

Vacant

Facilities Projects Taking Place and Completed

Despite its challenges over the past few years, the Disney Project has been completed and in the process of DSA (Division of the State Architects) approval. The building was completed and furnished, ready to be occupied by students and staff in May 2022.

This past year, Facilities has been in the process of wrapping up and closing out the different projects within the Disney Project. The “L” shaped building was demolished; the blacktop was replaced with a new graded resurfacing, the sports field was installed; the elevator passed the State inspection but ran into some service issues that have now been resolved; the playground striping was completed; new tree wells were installed with Crape Myrtle being planted; playground equipment including a basketball court, 3 tetherball courts, and a volleyball court have been installed; new seating area near the lunch shelter; rooms received new blinds and are fully operational.

The two-story building is substantially complete with final punch list items pending. With the help of the School Facilities Oversight Committee (SFOC), Facilities was able to address and remedy a few issues that were previously overlooked. Additional signage with room numbers that include braille markings were added to accommodate all heights. The boy’s restroom mirrors were removed due to privacy concerns; one mirror was relocated to the entrance of the restroom and placed at an acceptable height.

With the Disney Project wrapping up, Facilities is switching gears to focus on the Roosevelt Teddy Bear Park. Flewelling and Moody are on board as the architect for this project which includes blacktop replacement at the lower playground, a new ADA ramp installed from the lower campus to the upper level, and an upgrade to the restrooms to current ADA standards per DSA guidelines. This work is projected to be completed by the end of the 2023-2024 school year.

In addition to the Disney and Teddy Bear Park Projects, Facilities is also utilizing bond dollars to address the recent safety concerns at Burbank High School and will be installing fencing in the following areas to block current accessible areas to limit unauthorized visitors on the campuses during school hours: the area from the tennis courts to the bathrooms, the parking lot to the track (front of school), and parking lot to the track (upper level).



Disney Project

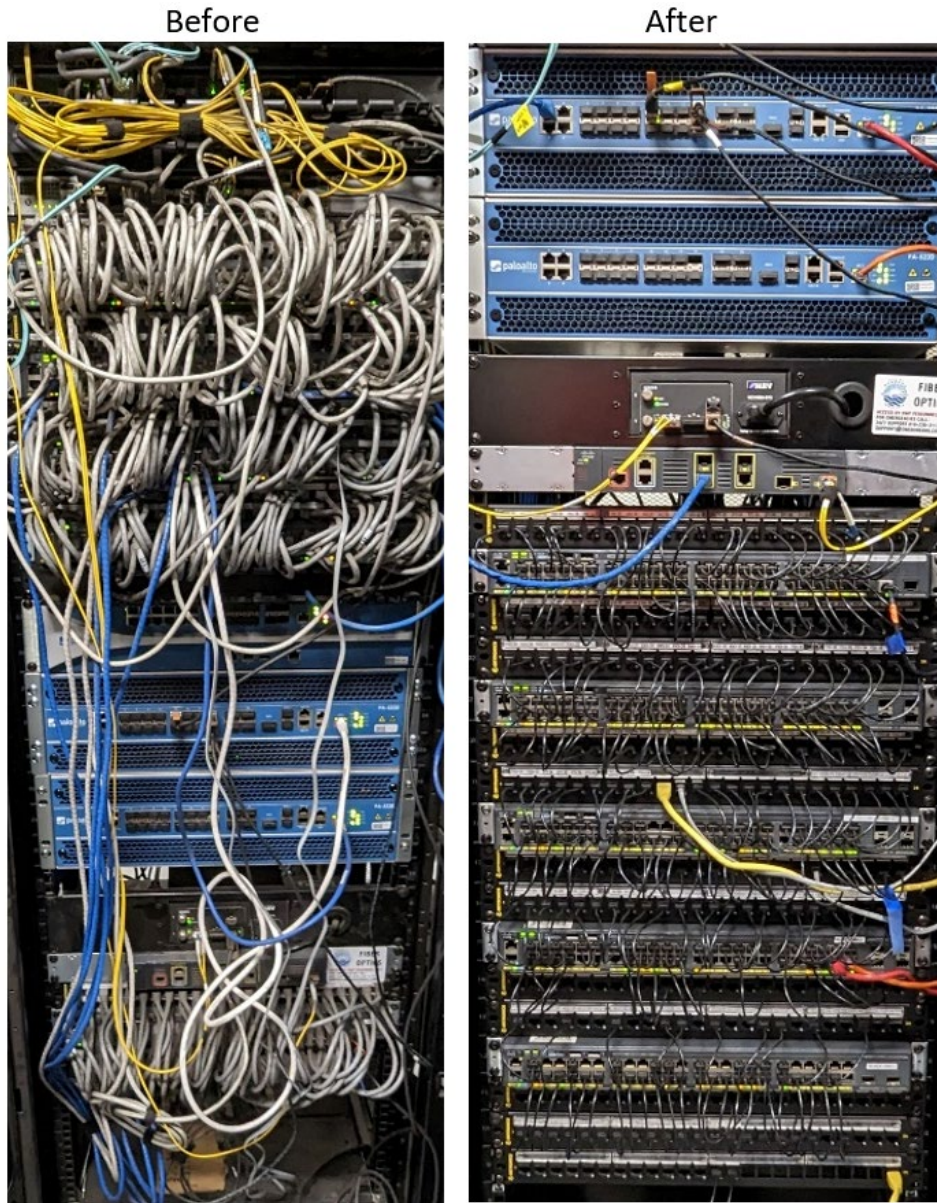


BHS Fencing

Upcoming Planned Facilities Bond Projects

- Disney Elementary School – Ball Wall installation in progress; DSA final approval
- Burbank High School – Security fencing to limit unauthorized visitors from entering campus during school hours
- Roosevelt Elementary School - Teddy Bear Park improvements. Original scope was approved by DSA but expired; pending DSA approval. The work remaining to be complete are the bathroom upgrades, concrete work and ADA ramp, and the lower playground blacktop replacement

Completed Information Technology Projects in 2022/23

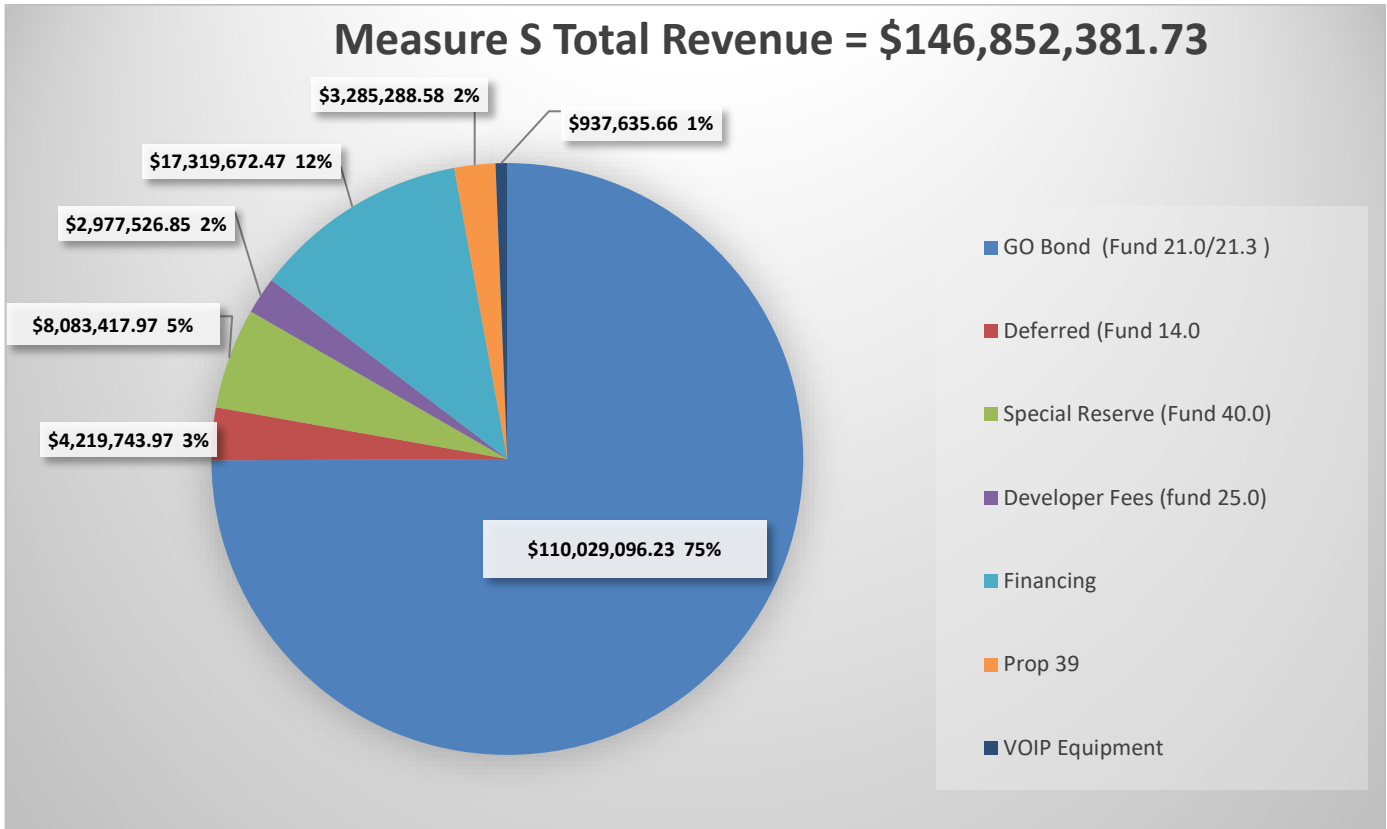


- Completed installations of core network switches at the District's primary data nodes. Locations included Burbank HS, John Burroughs HS, and the District Service Center. These installations represent the foundation and backbone of the data infrastructure supporting all schools and facilities. These installations replaced equipment no longer supported by the manufacturer. Having updated equipment is essential for maintaining efficient District operations.
- Core Switch Upgrades – This project necessitated restructuring the data cabling supporting the equipment and connections to the school. The new layout represents a vast improvement in supporting the school and simplifies troubleshooting. (side pictures)
- John Burroughs HS – Data Infrastructure upgrades using the school and E-Rate funding continues and should be completed by the end of June.
- UPS replacements – Ongoing implementation at all schools using E-Rate and Bond funds.

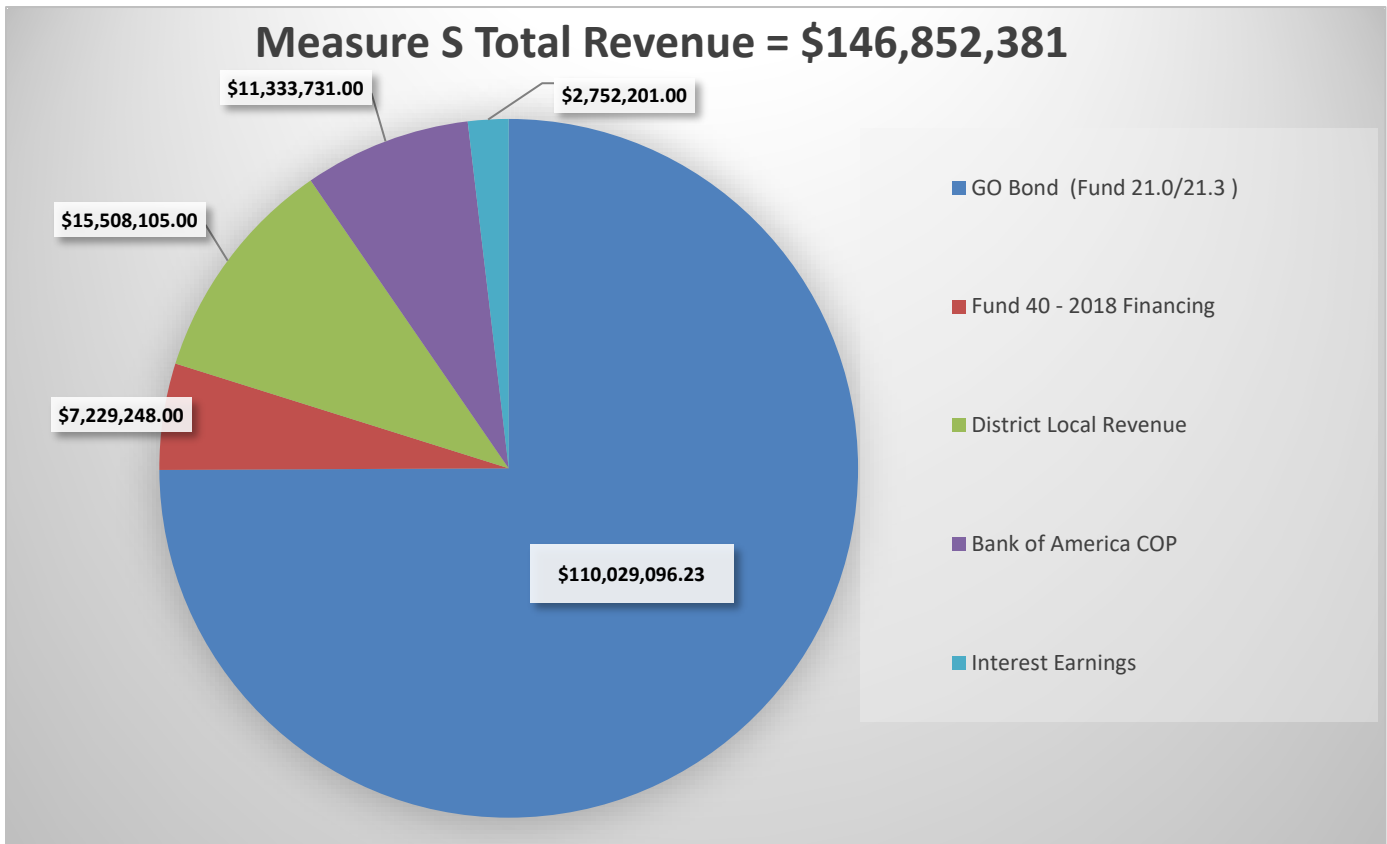
Upcoming Planned Technology Projects

- Data Center Refresh - The data center plays a vital role in consolidating services for students and staff. A thorough data center assessment was completed to determine the required scope of work and identify elements that need to be replaced or updated, as many components have reached their end-of-support. Work to begin summer & fall of 2023.
- Implementing DNAC – Cisco management system.
- Virtualization of the district-wide wireless controller for efficiencies and to replace outdated equipment.
- Implementing ISE – Cisco network access control for enhanced security and accessibility.

Financial Recap Revenues and Expenditures since Bond Passage Through June 30, 2023



As you can see from the chart above, in addition to the Measure S \$110 million bond, the District has been utilizing other sources of income to complete projects to modernize the schools.



School Facilities Oversight Committee

Burbank Unified School District

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9th Annual Report to the Community 2022 In Summary

May 2024

Measure S has come a long way since its approval by the Burbank community in 2013, allowing Burbank Unified School District to complete over 200 bond projects throughout the District.

The final major remaining project, The Two-Story Modular Building Project at Disney Elementary School, consisting of eight new classrooms, two special use rooms, student restrooms, a staff restroom and custodian closet, has been completed and is pending final DSA Approval.

The Roosevelt Teddy Bear Project, which is now about 60% complete, ran into a few issues including switching Architects and the expiration of the revised DSA approved plans. This project will continue into the 2023/2024 school year with the playground blacktop being replaced, updated ADA restrooms, and new access between the upper and lower playgrounds.

Burbank Unified School District has completed most of the projects budgeted for this bond, managing and prioritizing its

project list, resulting in almost all sites receiving some, if not most, of their planned site improvements. There is still room for more work to be done as the District grows and evolves.

As this bond winds down, the District is evaluating the next phase in continued classroom modernizations, technology advancements, facility improvements, and continued replacement of aging infrastructure. These projects, in part, will consist of:

- Additional security and safety upgrades
- Technology upgrades
- HVAC improvements
- Expanded use of energy management software
- Door and lock hardware upgrades District-wide
- Asphalt replacement at several sites
- Extra fencing to enhance security.



**Disney Elementary Campus Layout
New Two-Story Modular Building with New
Expanded Sports Field**

