BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
November 1, 2023

1. CALL TO ORDER

The virtual meeting of the School Facilities Oversight Committee was called to order by Justin Worsham at 7:30 a.m. Committee Members present: Carolyn Bisson, Raymond Juarez, Geovanna Waters, Justin Worsham and Greg Wylie.

Shaun Hasas, Dakota Hughes, Brandon Mullins, and Michelle Wolloff were absent.

Alternate Members present: None

Also present: Assistant Superintendent Andrew Cantwell, Director of Facilities Dennis Maxwell, and Director of Information Technology and Educational Support Rick Vonk.

2. APPROVAL OF MINUTES OF June 7, 2023 – It was moved by Raymond Juarez and seconded by Carolyn Bisson that the minutes of June 7, 2023 be approved as written. Motion carried 5-0 with four abstentions.

3. REQUEST TO ADDRESS THE COMMITTEE – There were no requests to address the Committee.

4. SFOC UPDATE POWERPOINT PRESENTATION – The following items have been approved by the Board of Education: approval of contract for PW Athletic MFG for manufacturer pre-check drawing specs pre-approval for DSA for the Disney Project; additive change #1 for Flewelling & Moody Inc., for the additional scope of converting an office/storage space, located adjacent to a kindergarten classroom, into a student restroom as well as adding a DSA PC approved fabric shade structure adjacent to the kindergarten classroom for the Disney project; notice of completion for Western Fence and Supply Co. DBA Pilgrim Fence Co., for the furnish and install of three high chain link fences and gates with needed panic exit hardware to restrict unauthorized public access into Burbank High School campus; notice of completion for H&S Electric Inc., for the electrical and low voltage for the Disney Project; notice of completion for Sunrise Telecom for the Disney two-story ten classroom building Project 1: Data Cabling Infrastructure; notice of completion for CDW Government for the purchase of AV Equipment for Bret Harte Elementary School.

Mr. Maxwell detailed the Facilities Project Update and noted the following: Most of Disney Project is complete, processing of closing out with DSA; ball wall is the final component but will be separate from project; difficulty of getting an engineered stamp for DSA approval to get installed; final back check is set for November 8 for Roosevelt Teddy Bear Park site work; once finalized bidding process can start; added TK restroom; due to intruder concerns, chain link fencing was installed over the summer at Burbank High School with a panic exit hardware to keep unauthorized guests off campus; also installed a rolling gate in lower parking lot to separate unused area

Mr. Worsham inquired about the ball wall not being a part of the bond project. Mr. Maxwell clarified the original scope was part of the bond project funding but has been separated due to the duration of completion from unforeseen holdup with DSA. Mr. Worsham questioned about timeframe with Teddy Bear Park completion; Mr. Maxwell anticipates bidding soon and will update with timeline at next meeting.

Mr. Vonk detailed the Technology Project Update and noted the following: E-Rate Project for Wireless Controller is about 65% done; making progress but currently on hold due to Data Center upgrade that needs to occur first; virtual environment is being replaced; installation of new hardware end of November, early December; same with the Cisco ISE Network Access Control and Cisco DNA Center Management System- all 3 are related to data center upgrade; UPS replacement has been delayed; installation tentative for winter break.

Chantal Sampogna arrived 7:40 AM

Bret Harte AV Installation has been completed in-house with BUSD Facilities staff to mount and provide electrical while BUSD Technology worked on cabling and programming on new equipment; already being used at sites; Disney Project has been completed per NOC for 21st Century and cabling.

Mr. Worsham and Mr. Vonk clarified the delay of UPS replacements is due to scheduling when the system can be shut down for a period of time for the replacement and arrange with vendor to do the physical labor of equipment exchange.

5. REVIEW OF BUDGET STATUS – Mr. Cantwell briefly highlighted and asked if there were any questions regarding the monthly reports of Fund 14 (Deferred Maintenance), Fund 21 (Bond), Fund 25 (Growth) and Fund 40 (Special Reserve).

   CALIFORNIA FINANCIAL SERVICES (CFS) MEASURE S PROGRAM FINANCIAL REPORT 11-1-2023 – Minimal changes. Updated report will be generated for next meeting.

6. COMMITTEE COMMENTS – Mr. Worsham praised Mr. Maxwell and Mr. Cantwell on their help and commitment to the District; congratulated Dr. Paramo for his promotion as Superintendent. Discussion of paper copies of agenda packet follows; will move forward with packet/attachments shared via email only.

7. ALTERNATE/EX-OFFICIO COMMENTS – No comments were made.

8. NEXT MEETING – The next meeting will be held virtually on Wednesday, January 10, 2024, 7:30 a.m.

9. ADJOURNMENT – Mr. Worsham adjourned the meeting at 8:02 a.m.