BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
April 5, 2023

1. CALL TO ORDER

The virtual meeting of the School Facilities Oversight Committee was called to order by Justin Worsham at 7:32 a.m. Committee Members present: Carolyn Bisson, Shaun Hasas, Raymond Juarez, Joe Marando, Brandon Mullins and Justin Worsham. Janet Diel and Michelle Wolloff were absent.

Alternate Members present: Chantel Sampogna

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

Chairman Worsham requested a motion to move line item #7 on the agenda for the annual performance bond audit. It was moved by Brandon Mullins and seconded by Shaun Hasas to move item #7, the financial and performance audit for Measure S funds, to after item #3. Motion carried 6-0 with two abstentions.

2. APPROVAL OF MINUTES OF FEBRUARY 1, 2023 – It was moved by Brandon Mullins and seconded by Shaun Hasas that the minutes of February 1, 2023 be approved as written. Motion carried 6-0 with two abstentions.

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

Moved to item #7

4. STATUS OF RESPONSE TO PREVIOUS QUESTIONS –

Mr. Worsham briefed on the following statuses: the boy's bathroom mirrors were removed from above the sink and one was relocated to the wall by the exit door to solve the privacy reflection concern; Mr. Worsham also showed a picture illustrating the room number signs that were initially placed, along with the newer lowered signs that were placed as a solution to be accessible to all heights; calendaring future meetings will be tabled for next meeting.

5. SFOC UPDATE POWERPOINT PRESENTATION – The following items have been approved by the Board of Education: additive change #2 for So-Cal Stormwater Runoff Solution Services Inc. to add the final inspection hat was not included in the scope; ratification of award of contract for Reliable Delivery Service Inc. to relocate and return six (6) site containers to the playground are at Disney; notice of completion for MPI Miller Plumbing Inc. for the underground (UG) site utilities & plumbing for the Disney Project; notice of completion for Marina Landscape Inc. for the landscaping & irrigation for the Disney Project; notice of completion for NTT America Solutions Inc., for storage array and fax router cards project; notice of completion for Digital Scepter Corporation for the 2021-005 E-rate technology network firewall; notice of completion for Solutionz Inc., for the 21st Century classroom retrofit project.

Mr. Maxwell detailed the Facilities Project Update and noted the following: Snag with ball wall that was supposed to be installed during spring break but did not get done as new DSA approval is needed; working with architect to get DSA approval, aiming for summer completion; working with architect on Roosevelt Teddy Bear Park, reviewed first sketch of ADA ramps and bathroom upgrade.

Mr. Vonk detailed the Technology Project Update and noted the following: Nimble Storage Array and Router Cards removed from the list as they are completed, along with the 21st Century Retrofit Project and District Firewall Installations; Disney Building Data Infrastructure is 90% complete with labeling and NOC (Notice of Completion) left to complete; Disney Building 21st Century Installation tech equipment was delayed due to locating equipment that was moved out last fall in rooms 15 and 16 for the cabinetry installation, working with vendor to locate the rest of tech equipment; 1920-024 E-Rate Technology Network Electronics, the core switches, is at 90% complete, district staff worked with vendor over spring break to install the last part; need to verify labeling is complete and NOC is pending; 2021-006 E-Rate Technology UPS Replacements was delayed

as their was a staffing issue during spring break; is currently in the planning stage as this project will require a district-wide outage for the schools to be offline; tentatively planned for summer to do network upgrade when schools are vacant.

Mr. Marando questioned if there is testing being done with the firewall for recovery, Mr. Vonk responded that the long-term plan is to have a smaller data center at Burbank High School for ISP testing. Discussion followed regarding the filtering function of the firewall which Mr. Vonk detailed that the District utilizes Lightspeed program to filter websites and works with staff for website accessibility; also explained that the program categorizes sites and will block any that are deemed malicious. Personal devices connected to District guest WIFI get the K-5 policy which is the most restrictive, personal devices not connected are not able to be monitored or filtered.

6. 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). Very little movement but as the year is closing, the balances are increasing. District received $1.9 Million in OPSC State Funding that resides in Fund 40 (Special Reserve).

   CALIFORNIA FINANCIAL SERVICES (CFS) MEASURE S PROGRAM FINANCIAL REPORT 4-5-2023 – Minimal changes. Updated report will be generated for next meeting.

7. MEASURE S FINANCIAL AND PERFORMANCE AUDITS – Mr. Cantwell introduced Gema Ptasinski, CPA, Principal at CliftonLarsonAllen LPP. Ms. Ptasinksi reported that there were no findings related to the financial audit of the Measure S Bond Building Fund for the year ended June 30, 2022. This report is not a full representation of the District's finances, strictly focusing on Measure S. Ms. Ptasinksi reviewed the Proposition 39 compliance requirements audit which stated the results of tests indicated, in all significant respects, the District has properly accounted for the expenditures of the funds held in the Measure S Bond Building Fund and that such expenditures were made on authorized bond projects. The letter of the financial audit is an overview of required communication of audit standards with no significance to report.

Moved to item #4

8. COMMITTEE COMMENTS – Mr. Worsham praised the level of communication and for being on top of things from Mr. Cantwell and Mr. Maxwell and thanked them for their hard work for the District and Community.

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

10. NEXT MEETING – The next meeting will be held virtually on Wednesday, June 7, 2023, 7:30 a.m.

11. ADJOURNMENT – Mr. Worsham adjourned the meeting at 8:03 a.m.