BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
October 6, 2021

1. CALL TO ORDER

The virtual meeting of the School Facilities Oversight Committee was called to order by Chairman Worsham at 7:31 a.m. Committee Members present: Carolyn Bisson, Janet Diel, David Dobson, Raymond Juarez, Joe Marando, Brandon Mullins and Justin Worsham. Shaun Hasas and Michelle Wolloff were absent.

Alternate Member present: Chantal Sampogna and Geovanna Waters.

Also present: Board President Steve Frintner, Assistant Superintendent Debbie Kukta, Director of Facilities Larry Cross, and Director of Information Technology and Educational Support Rick Vonk.

2. APPROVAL OF MINUTES OF AUGUST 4, 2021 – It was moved by Ms. Bisson and seconded by Vice Chair Mullins that the minutes of August 4, 2021 be approved as corrected. Motion carried 7-0.

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

4. STATUS OF RESPONSE TO PREVIOUS QUESTIONS –
ADDITIONAL ADA PARKING SPACE – DISNEY – Mr. Cross contacted the City Planning Office and was informed that the City of Burbank will only paint blue curbs in front of a private residence with a special permit. The City does not paint blue curbs in front of schools or businesses. This request was put under review by the City. Ms. Diel will ask for clarification from the City and will then advise Mr. Cross. Ms. Diel suggested another option may be to paint a green curb, which allows parking for a limited time.

5. PROJECT PLANNING UPDATE – DISNEY – Mr. Cross reported the following: the stairs and elevator shaft have been set; stuccoing of the exterior has begun; concrete and grading is complete; and exterior of the building should be completed by next week. The next steps are the flatwork around the outside of the building, followed by the interior and data cabling. Installation of underground power is being scheduled for a Saturday as the power cannot be turned off when students and staff are on campus. The project is on schedule.

6. SFOC UPDATE POWERPOINT PRESENTATION – The following items have been approved by the Board of Education: Bret Harte – site prep and installation of rubber surfacing; Roosevelt – furnish and install slurry seal and striping; Disney – welding inspection services for elevator, two-story modular building project; Stevenson – installation/conversion of existing furnace unit into an HVAC system in the auditorium; Bret Harte – furnish and install slurry seal and striping; Disney – two portable restrooms/hand washing stations, two-story modular building project; Disney – fencing installation, two-story modular building project; Disney – drain grates (parts only), two-story modular building project; and Disney – 48’ x 12’ temporary mobile office, two-story modular building project.

Mr. Cross detailed the Facilities Projects Update and noted the following: Disney – the two-story building is set in place, welds completed/inspected, and plumbing/water installed; Stevenson HVAC – project is complete and commissioned; and Bret Harte slurry seal and restripe – project is complete.

Mr. Vonk detailed the Technology Project Update and noted the following: Nimble Storage Array is completed but is on the same purchase order as the Router Cards; Router Cards – progress is being made and work is ongoing with the vendor and CISCO engineers as a working solution has been determined; 21st Century Retrofit Project – vendor is working on the management system for technicians to configure, restart, and troubleshoot remotely (shutting projectors down overnight will save power and extend life expectancy); Disney Modulars – site demonstrations are being scheduled; and District Firewall Installations – hardware is in place and running, but project is on hold until Network Analyst is hired.

Ms. Diel asked if all previously brought up ADA items have been addressed for the two-story building at Disney, such as lowering the height of classroom signs/door knobs to the lowest allowed level, placement of faucets to the front of sinks in classrooms and restrooms, and if there would be drinking fountains or bottle fillers. Mr. Cross reported that a walk-through of the building has not been possible yet, but that all the previously requested ADA items were sent to the Division of State Architect (DSA). Whatever DSA approves will be in the new building. There will be no changes due to lack of budget. Signs have not been placed yet and will not be an issue. Door knobs/handles appear to be lower than normal. There will be drinking fountains, and bottle fillers will be added by staff where requested. The building has to be completed per plan to be signed off by DSA.

Mr. Marando asked if the ViewSonic interactive displays being considered would be in addition to projectors or to replace projectors. Mr. Vonk reported that the displays would be in place of projectors due to funding. District staff from the Instructional Technology Team have been invited to review the new equipment. The final decision has not been made yet. Investigation is still ongoing. Decision will be made after the demonstration. Ms. Kukta remarked that this would be a pilot program if Disney decides to test out the units. The interactive displays are more expensive. Funding would need to be determined to go District-Wide.

7. REVIEW OF BUDGET STATUS – Ms. Kukta 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). No questions were asked.

   CALIFORNIA FINANCIAL SERVICES (CFS) MEASURE S PROGRAM FINANCIAL REPORT 8-4-2021 – This report reflects the Bond projects and other funding used. Ms. Kukta and staff will connect with CFS to close out projects and roll any unspent funds. This information will be ready for the next meeting. District was able to leverage the $110,000,000 Measure S Bond funds to come up with almost $146,500,000. Growth Funds in the amount of $100,485,000 are being used for the Disney project as well as the Bond funds. Mr. Cross and Ms. Kukta will verify the funding amounts for the Disney project.

8. COMMITTEE COMMENTS – No comments were made.

9. ALTERNATE/EX-OFFICIO COMMENTS – Ms. Sampogna commented that there is a section of lawn area on California Street at Stevenson that is flooded almost daily and very muddy. This area is adjacent to the sidewalk. Mr. Cross will go to Stevenson to review. Mr. Cross will inform the City if the section of flooded lawn area is their property. A citizen can call Public Works to make a complaint and be on record.

10. NEXT MEETING – The next meeting will be held virtually on Wednesday, December 1, 2021, 7:30 a.m.

11. ADJOURNMENT – Chairman Worsham adjourned the meeting at 8:07 a.m.