BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
August 4, 2021

1. CALL TO ORDER

The virtual meeting of the School Facilities Oversight Committee was called to order by Chairman Worsham at 7:30 a.m. Committee Members present: Carolyn Bisson, Janet Diel, David Dobson, Shaun Hasas, Raymond Juarez, Joe Marando, Brandon Mullins, Michelle Wolloff and Justin Worsham.

Alternate Member present: Chantal Sampogna and Geovanna Waters.

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

2. APPROVAL OF MINUTES OF JUNE 2, 2021 – It was moved by Vice Chairman Mullins and seconded by Mr. Dobson that the minutes of June 2, 2021 be approved as written. Motion carried 6-0 with the abstention of Ms. Wolloff.

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 reported that the Planning Division of Public Works was contacted. Public Works will look into this request and get back to the District.

5. PROJECT PLANNING UPDATE – DISNEY – Mr. Cross reported that the foundation work is complete. Twenty building sections have been delivered, with six more sections still to come. The crane will be on site this week to start setting the building sections.

6. SFOC UPDATE POWERPOINT PRESENTATION – The following items have been approved by the Board of Education: Disney – electrical and low voltage, two-story modular building project; McKinley – slurry seal striping; Bret Harte – slurry seal and striping; Disney – furnish and reinstall gate and fence panel with extension, two-story modular building project; and Disney – move containers, two-story building project.

Mr. Cross detailed the Facilities Projects Update and noted the following: Disney Two-Story Project – Building sections should be set by the end of this week, and a new tab will be created on the Disney webpage to post construction photos and videos. Stevenson HVAC project is completed with start up and testing this week.

Mr. Vonk detailed the Technology Project Update and noted the following: Nimble Storage Array (Data Center) – completed; Router Cards – installation completed, staff and vendor engineer is working with CISCO to remedy failure to connect to fax machines; 21st Century Retrofit – installation completed, two server upgrades are needed to work toward completing project; Disney Modulars – research of the various technologies continues with ongoing discussion with site and Instructional Services; and District Firewall – hardware and licensing have been installed and functioning, project on hold until Network Analyst position is filled.

Mr. Vonk contacted the Huerta principal and site tech regarding reported parent/student computer issues. The school site stated that only one parent complained of having an issue.

Ms. Bisson arrived at 7:41 a.m.

Ms. Kukta thanked Mr. Cross and Mr. Vonk for all their hard work on the Bond projects, summer projects and with all the technology gearing up for the start of school.

7. REVIEW OF BUDGET STATUS –

Ms. Diel arrived at 7:32 a.m.

CALIFORNIA FINANCIAL SERVICES MEASURE S PROGRAM FINANCIAL REPORT 8-4-2021 – This report reflects the Bond projects and other funding used. Most projects are completed. Ms. Kukta will work with staff before the next meeting to ensure all line items reflect current status. Jordan name will be corrected to Huerta.

Ms. Kukta briefly highlighted the monthly reports of Fund 14 (Deferred Maintenance), Fund 21 (Bond), Fund 25 (Growth) and Fund 40 (Special Reserve). The District expects to receive Special Reserve Funding from the Office of Public School Construction (OPSC) in the $700,000 range. This funding will partly be used for the Burbank High pool repair.

Ms. Kukta reported that a Zoom link will be sent to all for the upcoming training to be held on Wednesday, August 11, 2021 from 7:30-8:30 a.m. This training will encompass the Brown Act and committee responsibilities.

8. COMMITTEE COMMENTS – No comments were made.

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

10. NEXT MEETING – The next meeting will be held virtually on Wednesday, October 6, 2021, 7:30 a.m. Chairman Worsham reminded all to mark their calendars for the training to be held virtually on Wednesday, August 11, 2021, 7:30 a.m.

11. ADJOURNMENT – Chairman Worsham adjourned the meeting at 7:47 a.m.