BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
June 2, 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 and Justin Worsham. Michelle Wolloff was absent.

Alternate Member present: Chantal Sampogna.

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 MAY 5, 2021 – It was moved by Vice Chairman Mullins and seconded by Ms. Diel that the minutes of May 5, 2021 be approved as written. Motion carried 6-0 with the abstention of Carolyn Bisson.

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

4. PROJECT PLANNING UPDATE – DISNEY – Mr. Cross reported that the project is well underway and hoping to pour concrete at the end of the week. The concrete requires a 28-day curing process. Once the concrete is 70% cured, the buildings can be set. This project is projected to be completed within March-August 2022. Weekly updates are posted on the District website.

Mr. Dobson arrived at 7:38 a.m.

The Disney staff will be kept informed of project progress and notified when certain aspects of construction will create more than usual noise/disturbances. The community and City of Burbank will be notified when the buildings are scheduled to be brought in to the site. To allow for accessibility, door knobs have been lowered and the signage will be set as low as ADA requirements allow.

5. SFOC UPDATE POWERPOINT PRESENTATION – The following items have been approved by the Board of Education: Disney – relocation of the double-swing gate and fence panel; and Roosevelt/Stevenson – fire alarm interties have been completed.

Mr. Cross detailed the Facilities Projects Update and noted the following: Stevenson HVAC project – waiting for the equipment with wiring to start this month.

Ms. Diel requested that staff work with the City of Burbank for one more space painted blue on the curb next to the kindergarten classrooms on Orange Grove. Mr. Cross will ask the City if an additional ADA space is a possibility on the East side of the street on Orange Grove.

Mr. Vonk detailed the Technology Project Update and noted the following: Nimble Storage Array – completed; Router Cards – progress is ongoing with programming; 21st Century Retrofit Project – installation completed with server programming ongoing; and Disney Modulars – researching and working with other school districts for input on mobile version touch monitors; District Firewall Installations – work continues on configuration settings and policy refinement. Cyber security and funding thereof continue to be a concern for the District.

6. REVIEW OF BUDGET STATUS – 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 is not funding Deferred Maintenance at this time, but continues to monitor the balance. The Bond fund has a cushion with some activity from the Disney modular project. The balance of Fund 25 is being closely monitored. Fund 40 will

fund the pool repair at Burbank High. The District anticipates receiving matching funds from the Office of Public School Construction for the Stevenson modular project.

CALIFORNIA FINANCIAL SERVICES MEASURE S PROGRAM FINANCIAL REPORT 6-2-2021 – This report reflects the Bond projects and other funding used. The report is updated through May 24, 2021 with most activity for the Disney modular project and the Stevenson HVAC project. The school name of Jordan will be corrected with the new school name of Dolores Huerta.

7. DRAFT 7TH ANNUAL REPORT TO THE COMMUNITY – Chairman Worsham commented that this staff-written report is an awesome document. Ms. Diel moved to accept and distribute the 7th Annual Report to the Community. Motion was seconded by Mr. Dobson. The report will be distributed by email to all families and will be posted on the District website. Motion carried 8-0.

8. DISCUSSION OF COMMITTEE TRAINING – Chairman Worsham had previously suggested to staff that training might be needed and helpful as the Committee has several new members. Training could encompass the Brown Act, resources from the State Bond Committee, and review of Committee Bylaws and Standing Rules. The training could be held in person or virtually and would be separate from a regular Committee meeting. The Committee was interested in having training. Chairman Worsham will work with staff to set the schedule for training. The Committee will be notified once the schedule is set. Trainings may be recorded for members unable to attend.

9. DISCUSSION OF MEETINGS – VIRTUAL, IN PERSON OR HYBRID – Chairman Worsham opened the discussion of the meeting format which included: comfortable with meeting virtually until September; trainings also to be virtual; staff is fine either way; and hybrid meetings would have to be set up in a Webinar format. Ms. Diel moved to continue to meet and/or train in a virtual format. Mr. Dobson seconded the motion. Motion carried 8-0. The Committee could choose to revisit meeting format at a later date.

10. SET MEETING SCHEDULE FOR 2021-2022 SCHOOL YEAR – Chairman Worsham reported that the Committee Bylaws had been amended by the Board of Education to require the Committee to meet on a quarterly basis. Special or additional meetings can be requested by the Committee at any time. The legal requirement is to hold an annual meeting. The Committee is tasked with oversight of the Bond funds. Site visits were designed to review the Measure S Bond projects. After discussion, Mr. Dobson moved that the Committee meet every other month. Ms. Diel seconded the motion. Motion carried 8-0. The following meetings are calendared every other month for the 2021-2022 school year: August 4, 2021; October 6, 2021; December 1, 2021; February 2, 2022; April 6, 2022 and June 1, 2022. Meetings will continue to be held virtually at 7:30 a.m.

11. COMMITTEE COMMENTS –

Ms. Diel commented that three parents of Huerta Middle School have notified her of computer issues that students are having with assignments disappearing that were submitted virtually. Mr. Vonk has not heard of this issue, but will work with the school principal and media specialist.

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

13. NEXT MEETING – The next meeting will be held virtually on Wednesday, August 4, 2021, 7:30 a.m. Meetings will continue virtually every other month.

14. ADJOURNMENT – Chairman Worsham adjourned the meeting at 8:29 a.m.