BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
May 5, 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: Janet Diel, Elena Hubbell, Raymond Juarez, Joe Marando, Brandon Mullins, Brian Smith and Justin Worsham. David Dobson was absent.

Alternate Member present: Chris Durmick, Shaun Hasas and 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 APRIL 7, 2021 – It was moved by Ms. Hubbell and seconded by Mr. Mullins that the minutes of April 7, 2021 be approved as written. Motion carried 6-0.

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

4. STATUS OF RESPONSE TO PREVIOUS QUESTIONS –

POSTING ONLINE OF UPDATED DISNEY CONSTRUCTION SCHEDULE – Mr. Cross reported that a new tab would be added to the website today to include a three-week look ahead construction schedule. This new schedule will give more day-to-day information. The overall construction schedule will also be posted today.

DETERMINATION IF STEVENSON HVAC PROJECT FUNDS ARE INCLUDED IN THE CALIFORNIA FINANCIAL SERVICES (CFS) REPORT OF 4-7-2021 – Ms. Kukta reported that Line 152 R. L. Stevenson Elem. - HVAC has been updated in the CFS report. These amounts do not show up until encumbered. The report now reflects these amounts.

5. PROJECT PLANNING UPDATE – DISNEY – Mr. Cross reported that excavation and compaction for the pad has been completed. Excavation and compaction continue for the elevator pad. Digging and footings will start next week. Compaction activity has been disturbing school neighbors and should be completed this week.

6. SFOC UPDATE POWERPOINT PRESENTATION – The following items have been approved by the Board of Education: amended contract for the procurement and installation of playground equipment at Disney; change order #2 for the property line survey at Disney; ratification of monthly rental agreements for power pole installation and service, two portable restrooms/hand washing stations and fencing installation for Disney.

Mr. Cross detailed the Facilities Projects Update and noted the following: Burroughs – pool heater should be replaced next week; the sand filters will be serviced; and the pool water will be changed out. The Disney building pieces will be set at the end of June. The job walk for the Stevenson HVAC project was held on May 3, with the work projected to start on May 26, 2021.

Mr. Vonk detailed the Technology Project Update and noted the following: Nimble Storage Array project is completed, but is tied to the Router Card project which is substantially complete; 21st Century Retrofit project is substantially complete with staff training in progress; Disney modular – technology options continue to be researched with ongoing discussion with Instructional Services and Disney staff; and District Firewall Project equipment has been received with installation/configuration in progress.

7. 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 presently contributing funds to Fund 14 due to the budget situation, but continues to prioritize projects. Additional possible funding may be coming. The Stevenson HVAC project is included in Fund 21. Growth (Developer Fee) Fund 25

has seen quite a few sizable projects in the City of Burbank. Fund 40 holds the funding for the Burbank High Pool project. The District anticipates receiving $727,620 from the Office of Public School Construction (OPSC).

CALIFORNIA FINANCIAL SERVICES MEASURE S PROGRAM FINANCIAL REPORT 5-5-2021 –This report reflects the Bond projects and other funding used.

8. COMMITTEE COMMENTS –

Ms. Hubbell commented that it has been a great ride serving on the Committee and feels good leaving with the Disney project on its way to being done well. She thanked staff for all the help and answering all the questions. She also thanked the Board of Education for their support.

Chairman Worsham thanked Ms. Hubbell for her service and commented that she is a tremendous asset to the Burbank community and schools.

Mr. Smith echoed all that Ms. Hubbell said and commented that it has been a real pleasure to serve on this Committee.

Chairman Worsham thanked Mr. Smith for being a great mentor and offered a big thank you to Ms. Hubbell and Mr. Smith for all they have done.

Superintendent Hill thanked both Ms. Hubbell and Mr. Smith for their service on the Committee, always keeping the District accountable to the voters, and asking critical questions, leading to a higher level of transparency.

Board President Frintner, on behalf of the Board of Education, thanked Ms. Hubbell and Mr. Smith for the time served on the Committee. He appreciates their dedication to keeping the District and Board of Education accountable for the bond dollars spent and for their incredible attention to detail.

Board Vice President Tabet commented that she knows and is happy that when Ms. Hubbell has something to say, she will hear from her. She thanked Mr. Smith for his service.

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

10. NEXT MEETING – Chairman Worsham noted the possibility of returning to in-person meetings, a possible hybrid model or to remain meeting virtually. He asked that Members and Alternates think about what they would prefer for discussion at the June meeting. The Board of Education does not require the Committee to meet every month.

The next meeting will be held virtually on Wednesday, June 2, 2021, 7:30 a.m.

Due to technical difficulties, Janet Diel arrived at 7:58 a.m.

11. ADJOURNMENT – Chairman Worsham adjourned the meeting at 7:59 a.m.