BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
March 3, 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, David Dobson, Elena Hubbell, Raymond Juarez, Joe Marando, Brandon Mullins, Juan Redin, Brian Smith and Justin Worsham.

Alternate Members present: Carolyn Bisson, Shaun Hasas, 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 FEBRUARY 3, 2021 – It was moved by Mr. Smith and seconded by Mr. Mullins that the minutes of February 3, 2021 be approved as written. Motion carried 9-0.

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 moving along and noted that pictures have been posted on the District website. A successful bid was held and will be presented to the Board for approval on March 4, 2021. There are two bid protests which are based on technicalities. Both protests are being reviewed by attorneys. One protest has already been found to be invalid, with the other still in review. Portable restrooms have been delivered, the power pole is up, containers have been removed and trees have been removed. The contracts will be prepared once the contractors are Board approved. After notices to proceed are issued, excavation will be the first thing to happen. A virtual town hall meeting will be held for the Disney community tonight at 5:00 p.m. The link to the meeting is posted on the District website on the Disney School page. During this meeting, Mr. Redin provided by email the following link to the town hall meeting: https://www.burbankusd.org/site/default.aspx?PageType=3&DomainID=8&ModuleInstanceID=8251&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=13216&PageID=9

5. SFOC UPDATE POWERPOINT PRESENTATION – Mr. Cross detailed the Facilities Project Update and noted the following: Awards of Contract for tree maintenance services, labor compliance services and inspections services for the Disney project; the Roosevelt project is currently stalled while waiting for the architects to update the change order with Division of State Architect (DSA); and the Stevenson auditorium HVAC project went out to bid, and the successful bidder will be presented to the Board of Education on March 18, 2021.

Mr. Vonk detailed the Technology Project Update and noted the following: progress is being made to work through the change orders with the Nimble Storage Array and the Router Card projects; progress is also being made to schedule the final training for staff on the program that will provide the ability to turn off the projectors and extend bulb life for the 21st century retrofit project; and work is ongoing for the Request For Proposals (RFP) for the Disney modular which includes 21st Century installation, cabling and Wi-Fi, and incorporates the requests of the school principal. Staff continues to look into new technology advancements. Teachers use iPads to screen onto projectors with wireless in every classroom and outside on the field. Mr. Vonk will investigate the cost of large interactive monitors. The District endeavors to maintain standardization across the District. Mr. Marando suggested this may be a good time to look at new technology for the Disney project. The District Technology Task Force committee is responsible for reviewing new technology options. Ms. Kukta will consider and work with Mr. Vonk to provide the committee with the specifications of technology items planned for purchase.

6. AUDITOR'S REPORT OF MEASURE S FUNDS – Ms. Kukta introduced Gema Ptasinski, CPA, Principal at CliftonLarsonAllen LPP. Ms. Ptasinski reported that there were no findings related to the financial audit of the Measure S Bond Building Fund for the year ended June 30, 2020. In addition, there were no findings related to the financial audit of the Measure S Bond Building Fund for the year ended June 30, 2019. In all significant

respects, the District expended Measure S Bond funds for the fiscal year ended June 30, 2020, only for the specific projects developed by the District's Board of Education, and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIIIA of the California Constitution. Ms. Kukta will reach out to Bond counsel to be advised of any arbitrage issues.

7.. REVIEW OF BUDGET STATUS – Ms. Kukta noted the monthly reports of Fund 14 (Deferred Maintenance), Fund 21 (Bond), Fund 25 (Growth) and Fund 40 (Special Reserve). OPSC matching funds from the State are included in Fund 40 and will be used for safety related items or any other issues that may come up.

CALIFORNIA FINANCIAL SERVICES MEASURE S PROGRAM FINANCIAL REPORT 12-31-2020 – Ms. Kukta stated that this report has been updated and reflects that most projects are completed.

8. COMMITTEE COMMENTS –

Mr. Smith commented that it is troubling there wasn't more information provided to the Committee regarding the virtual Disney Town Hall meeting and would like the Committee to be included. Ms. Kukta acknowledged Mr. Smith's point and remarked that staff will do a better job communicating in the future.

Ms. Hubbell expressed that it is important that we show accountability to the community as everyone is involved in the Bond; the District will eventually go out for another Bond and the more open we are, the better.

Ms. Diel commented that she has been involved with Disney from the very beginning and found it distressing that she did not know about the town hall meeting. Ms. Diel further remarked that communication needs to be out there, open and available to everyone.

Mr. Cross directed everyone to the Disney School page on the District website for the meeting link. The Committee and Board will be advised of the link.

Mr. Smith noted that the Disney School page has the link but does not say when the meeting is happening.

Mr. Cross commented that it looks like the virtual town hall meeting was intended for the Disney community and apologized on how the word was getting out.

Mr. Diel commented that she was having audio issues during the meeting and asked for assistance. Mr. Vonk will reach out to Ms. Diel to assist.

Ms. Hubbell commented that it was interesting that the Disney School community was provided with a before and after schematic of the Disney project.

9. ALTERNATE/EX-OFFICIO COMMENTS –

Board Vice President Tabet wanted the Committee to understand that the virtual town hall meeting is not a regular meeting. It is just a virtual information opportunity to inform the community. Ms. Kukta noted that the District website will list all the questions asked and the answers given at the town hall meeting. The PowerPoint being presented will also be available on the District website.

10. NEXT MEETING – Chairman Worsham noted that the Committee was not required to meet every month per the bylaws. Mr. Smith moved that the Committee meet in April. Mr. Mullins seconded the motion. Motion carried 9-0. The next meeting will be held Wednesday, April 7, 2021, 7:30 a.m. Virtual meetings will be held until further notice.

11. ADJOURNMENT – Chairman Worsham adjourned the meeting at 8:21 a.m.