BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
December 2, 2020

1. CALL TO ORDER

The virtual meeting of the School Facilities Oversight Committee was called to order by Chairman Worsham at 7:47 a.m. Committee Members present: Janet Diel, Elena Hubbell, Raymond Juarez, Joe Marando, Brandon Mullins, Brian Smith and Justin Worsham. David Dobson and Juan Redin were absent.

Alternate Members present: Chris Durmick, Chantal Sampogna and Geovanna Waters.

Also present: Board Vice-President Steve Frintner, Board Clerk 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 NOVEMBER 4, 2020 – It was moved by Ms. Diel and seconded by Mr. Mullins that the minutes of November 4, 2020 be approved as written. Motion carried 7-0.

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

4. UPDATE OF COMMITTEE MEMBER SITE VISITS – Clerk Juarez presented the report of the visit to McKinley on November 10, 2020 (copy is attached to these minutes). Ms. Hubbell and Ms. Wolloff also attended this visit. Items noted: large cracks in the playground asphalt; playground flooding issue; cleaning of storm drains should be routine; projector movement due to installation under AC unit; new asphalt is starting to degrade; bathroom stoppage was recently fixed; some dry rot/wood damage needs maintenance; and kindergarten playground privacy fencing is needed. Adjacent vacant property could be considered for future acquisition. Ms. Diel noted that school and braille signage is installed too high and should be lowered. Budget constraints impact repairs, maintenance and remedies at this time.

Chairman Worsham reminded members to take the lead to set up site visits as follows:
DECEMBER: Roosevelt – Mr. Durmick, Mann – Mr. Smith
JANUARY: Stevenson – Mr. Mullins, District Service Center – Mr. Smith

Vice-Chair Mullins presented the report of the visit to Providencia on November 20, 2020 (copy is attached to these minutes). Mr. Redin also attended this visit. Items noted: Wi-Fi dropping in a few rooms during teaching; fence screening along the field is deteriorating; suggested to ask AYSO to donate new fence screening; concrete curb dropping with no railing in a few areas; drain covers in two areas have deteriorating concrete with no railing; surface deterioration of the bungalow ramps; flooring separation causing bubbles in the floor; bungalow window that does not open or provide ventilation; and the exterior plaster has started to peel and crack in some areas. Ms. Diel expressed concern of people in wheelchairs rolling over the curbs.

5. STATUS OF RESPONSE TO PREVIOUS QUESTIONS –
UPDATE OF MCKINLEY FLOOD CHECK TESTING – Mr. Cross reported that the flood check testing had been done. Results confirmed that a storm drain was plugged. The storm drain has now been cleared. The rainy season will determine if the drain is now working properly.

UPDATE OF STEVENSON HVAC PROJECT – Mr. Cross reported that due to the work on the Disney project, the Stevenson HVAC project has been delayed. This project will go out to bid in early January. An update will be provided at the February Committee meeting.

UPDATE OF MONTEREY JACK AND RACEWAYS – Mr. Vonk has not had a chance to review the jack and raceway at Monterey. An update will be provided at the February Committee meeting.

6. PROJECT PLANNING UPDATE – DISNEY – DIVISION OF STATE ARCHITECT (DSA) APPROVAL STATUS – Mr. Cross reported that the project was officially approved by DSA on November 20, 2020. Bids for the foundation, excavation and demo have been prepared. Old trees are scheduled for removal. Bidders will work through Quality Bidders to be qualified to bid on the project. Lundgren Management is the construction management firm for the project. Town hall meetings will be held to inform the community of the project, congestion, traffic, demolition, street closures, etc. Mr. Cross will look into reports that Disney air conditioners are running through the night hours. ADA requests were incorporated in the planning of this project including lower signage. Asphalt warranty is based on District maintenance and does not warrant against earth movement.

7. SFOC UPDATE POWERPOINT PRESENTATION – Mr. Cross briefly detailed the amended agreement for geotechnical, materials testing and inspection services for the Roosevelt paving replacement/playground installation project. There are still other remaining projects at Roosevelt, pending Bond funding availability.

   Mr. Vonk detailed the Technology Project Update and noted the following: Classroom 2102 at Burroughs was retrofitted with the 21st Century Classroom System; and the purchase order for the Nimble Storage Array is tied in with the Router Cards and after scheduled training, both projects will be closed. Mr. Vonk will meet with the Disney principal regarding layout of the new computer lab. Staff continues to look into and will upgrade with some new versions of technology equipment if budget allows.

   Mr. Cross reported that sinks and faucet placement have been incorporated into the Disney project to better serve ADA students. Items such as wider doors, taller toilets, wider walkways, etc. do not meet current ADA requirements at Roosevelt and upgrades are being planned.

8. OFFICE OF PUBLIC SCHOOL CONSTRUCTION (OPSC) FUNDING UPDATE – Ms. Kukta reported that OPSC has approved funding for Bret Harte ($708,454). Funding for Stevenson has been approved but is unfunded at this time. Applications for Roosevelt and Washington are being reviewed. Monies received will be housed in Fund 40. One recent school application was denied. Note: After the meeting, it was confirmed that the one application denied was for Jefferson as the project was not eligible for funding due to the age of the portables the building replaced.

9. REVIEW OF BUDGET STATUS – Ms. Kukta briefly detailed the monthly reports of Fund 14 (Deferred Maintenance), Fund 21 (Bond), Fund 25 (Growth) and Fund 40 (Special Reserve).

10. COMMITTEE COMMENTS – Mr. Smith questioned what activities are being done to keep the buildings maintained. Mr. Cross reported that staff is catching up on work orders and necessary upgrades to irrigation are being done. On site custodians are doing their regular cleaning of occupied classrooms and periodically cleaning unoccupied classrooms.

    Ms. Sampogna inquired if there will be a plan/checklist created to make sure the sites are ready for school opening. Mr. Cross reported that staff is doing everything that is required to open schools whether students come back tomorrow or next year.

    Ms. Diel reminded everyone of the Burbank Coordinating Council Holiday Basket Program.

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

12. NEXT MEETING – The next meeting will be held Wednesday, February 3, 2021, 7:30 a.m. Virtual meetings will be held until further notice.

13. ADJOURNMENT – Chairman Worsham adjourned the meeting at 8:50 a.m.

William McKinley Site Visit

November 10, 2020



Toured by: Principal Liz Costella
Ray Juarez
Elena Hubbell
Michelle Wolloff

Life/Safety Awareness

Site Maintenance

Facility Future Planning

Playground
Asphalt Repair & Flooding









Building Concerns

- Projector Movement
  - Installed Under AC Unit
- New Asphalt Starting To Degrade
- Bathroom Stoppage Recently Fixed
- Dry Rot / Wood Damage



Future Planning & Design

- Playground Privacy Fence



Adjacent Vacant Property



Providencia Elementary School Site Visit

November 20, 2020

Brandon Mullins
Juan Redin

Report of the visit:

Current Projects –

Ball Wall in playground- Refinish wall paint including a new school logo. Project is currently on hold due to covid-19. Project is funded by a grant.

Past projects/ updates –

School property chain link fence upgrade 2 years ago.
Asphalt refinish a few years ago. No issues
School was repainted within a year

Technology –

Some teachers onsite instructing for distance learning. Onsite teachers have 2nd monitor to accommodate screen sharing and to monitor student participation.

WIFI dropping concern in rooms 4, 20, & 25. ACES program occupies these rooms during the day for distance learning. Students experience WIFI slow- down and drops. Currently 12 students per room. Not all students experience the drop.

Security –

The north fence behind the school separates businesses and the grass field. For many years the fence covering has been deteriorating, exposing the school property to businesses. This poses a safety issue with the students. Past reports have stated students having interactions with business employees.







Safety –

On the north east side of the school property by classroom 13a, there are a few safety concerns. Please note that this is a high traffic area at night for such events as PTA meetings, talent show, and many more.

1. Outside 13a the concrete curb tapers from 1 to 4 inches with no railing to prevent students or staff from tripping or slipping off the curb. Railing is recommended to correct this area as provided in other areas (circle)





2. Same area outside of classroom 13a, there is another area of concern that not only has no railing, but concrete is deteriorating exposing sharp and unsafe edges. Railing is recommended.





3. In other areas by the community room the same concrete deterioration exists with more drain covers.





4. Area by room 13 and staff restroom also lack railing to prevent falls or trips.

Concerns –

1. Room 1 and 2: the ramps have signs of surface deterioration which poses a slip hazard.

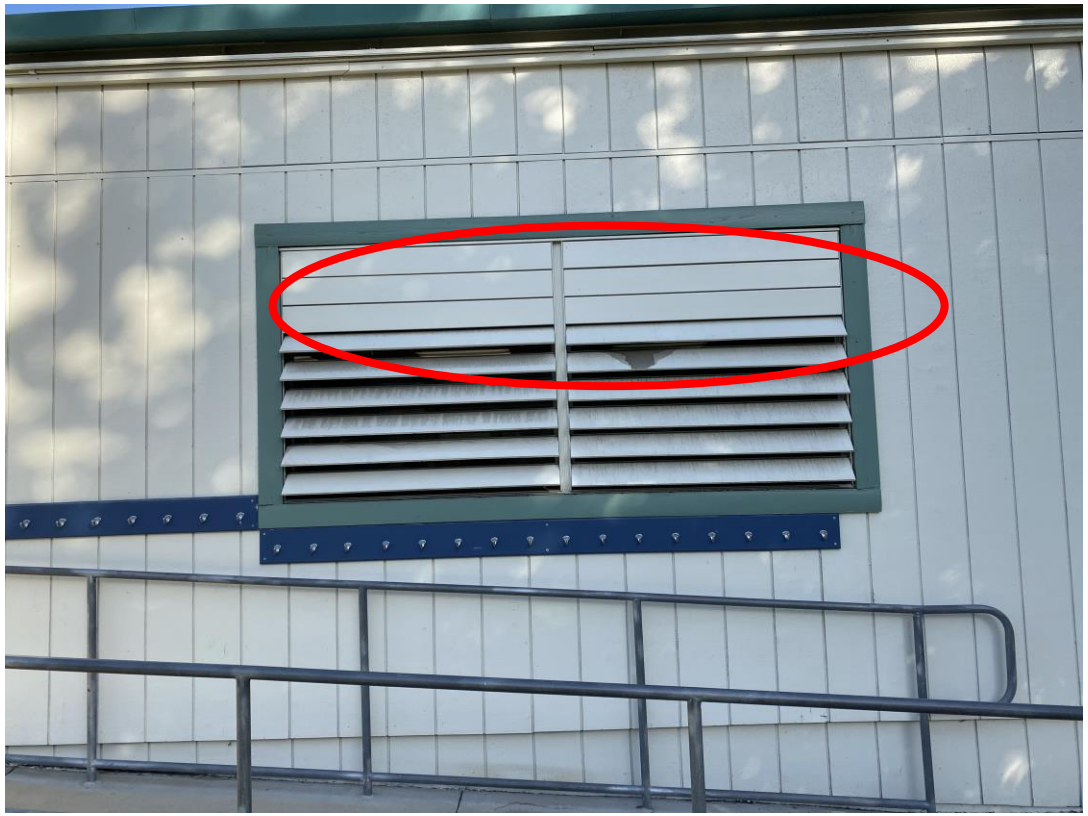






2. Flooring in room 2 is separating from the underlayment causing a bubble in the floor which can pose as future structural damage to the bungalow. Possible moisture issue.

3. Bungalow room 20: the only window does not open or provide ventilation. Only small top portion of window would normally open. Bottom portion of window is stationary. This classroom is currently occupied by Aces program for onsite distance learning for students.





4. In the back of rooms 15 and 16, the plaster has started to peel and crack. School was recently repainted within a year.

