BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
August 5, 2020

1. CALL TO ORDER

The virtual meeting of the School Facilities Oversight Committee was called to order by Chairman Worsham at 7:33 a.m. Committee Members present: Janet Diel, David Dobson, Elena Hubbell, Raymond Juarez, Brandon Mullins, Brian Smith and Justin Worsham. Joe Marando and Juan Redin were absent.

Alternate Members present: Carolyn Bisson, Chris Durmick, Serj Eyvazian, Shaun Hasas, Chantal Sampogna, Geovanna Waters and Michelle Wolloff.

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

2. APPROVAL OF MINUTES OF JUNE 10, 2020 – It was moved by Mr. Smith and seconded by Mr. Mullins that the minutes of June 10, 2020 be approved as written. Motion carried 6-0.

3. REQUEST TO ADDRESS THE COMMITTEE – Greg Jackson, retired Committee Member, addressed the Committee. Due to his review of the minutes of the June 10, 2020 meeting, Mr. Jackson requested two clarifications. There are 77 projects noted in "white" in the Measure S Program Financial Report which is "in the process of determining project status" category. When Mr. Jackson went back and reviewed past reports, the same 77 projects were listed the same way and seem to be stuck in time. Mr. Jackson asked if these are projects that have not been finalized by Division of State Architect (DSA). The other clarification requested is regarding the Disney project and the issue of the project not being approved by DSA. Mr. Jackson understood the buildings were pre-approved by DSA and questioned why the District would have to pay a penalty for the vendor's non-performance if a new vendor was selected.

Mr. Cross addressed the Disney project and confirmed that the building was preapproved when submitted by DSA as a two-story structure. Unfortunately, the structural code was changed and the connection between the first and second floors is not approved at this time. As the resolution has taken so long, Mr. Cross looked for an alternate vendor. American Modular has been able to make the change to their buildings and has obtained DSA approval. Changing vendors now would incur additional architectural fees as well as a substantial increase in the cost of the building. It does not make financial sense to change vendors at this time. The project has not stopped. Inspectors and project management have been hired to be ready to start just as soon as DSA approval is obtained.

Mr. Cross agreed that the color codes on the Measure S Program Financial Report need updating. Ms. Kukta will determine how these reports are prepared. District staff will work with California Financial Service (CFS) to get the report updated before the next Committee meeting.

4. UPDATE OF COMMITTEE MEMBER SITE VISITS – There were no site visits to report.

5. STATUS OF RESPONSE TO PREVIOUS QUESTIONS –
MCKINLEY BLACKTOP FLOODING AREA – Mr. Cross reported that a meeting is scheduled this week to have a water checker come out and flood the area to see where the actual flooding is occurring. Mr. Cross will have the results of the water checking test and a tentative cost to repair for the next meeting. Universal Asphalt is not charging the District for the water checking test.

CLASSROOM DOCUMENT CAMERA USE ALTERNATIVES – Ms. Kukta reported that the document cameras will not work for broadcasting and other ways are being determined. Chairman Worsham reported there is confusion whether teachers will be interacting with students live. Ms. Kukta will send out the re-opening document as a good source of information. Mr. Vonk reported there is no concern regarding having enough bandwidth for all the schools as each site has ten gigabits. The only concern at this time is regarding use of printers as the service/support contract does not allow for printers to be taken out of the District.

Chairman Worsham moved to Item 6 – Project Planning Update – Disney.

BURBANK WATER AND POWER BACKUP CONTINGENCIES – Mr. Vonk reported that the District has a backup with Burbank Water and Power (BWP), but it is not an automatic switchover. Staff would have to manually convert the signal over to BWP. Mr. Vonk will confirm for the next meeting how long it would take to manually switchover.

Chairman Worsham moved to Item 6 – Project Planning Update – Disney – Silvercreek.

6. PROJECT PLANNING UPDATE – DISNEY –
REVISED SCHEDULE – Mr. Cross reported the plan is to be out of DSA in December and award the contract in April or May of 2021.

Chairman Worsham moved to Item 5 – Burbank Water and Power Backup Contingencies.

SILVERCREEK – This item was discussed under Item 3 – Request to Address the Committee.

PROPERTY LINE DETERMINATION – Mr. Cross reported the surveyor has submitted their report to the County for approval. There does not seem to be any issues, just waiting for approval and the County stamp. Mr. Cross reported that the architect's initial assessment included a possible three-foot discrepancy in the property line. This possible discrepancy required a necessary determination.

7. REVIEW OF BUDGET STATUS – Ms. Kukta reported that there has not been much activity. Balances have been moved over to the new fiscal year. Any questions can be emailed to Ms. Kukta.

Ms. Diel arrived at 7:50 a.m.

8. UPDATE OF COMMITTEE BYLAWS –
SECTION 6.1 REGULAR MEETINGS – Ms. Kukta reported that only one annual meeting is required and due to minimal activity, meeting quarterly would be sufficient. Mr. Dobson moved to accept the proposed changes to the bylaws as written. Mr. Mullins seconded the motion. The Board of Education will make the final decision to approve or not. Motion carried 7-0. Discussion followed which included: whether to make a motion to continue to meet monthly, hold quarterly meetings, or cancel any meetings; waiting for the Board to approve first; present this item to the Board of Education for approval on August 20, 2020; meeting in September and reassessing meeting schedule then; can the committee cancel meetings if there is nothing to cover; committee meetings include the public being able to attend; plan to meet in September; and public notice must be given and structures followed as a public meeting. The Committee will meet in September to see what the Board of Education has decided with the recommended changes to the bylaws.

SECTION 5.7 TERM (2 OR 3 YEAR TERM) – Ms. Kukta reported that this proposed change was to eliminate ambiguity in the bylaws when appointing new Committee members. As the Committee is now stable with two-year terms, there is no need for the Board of Education to decide whether a two- or three-year appointment is needed.

9. COMMITTEE COMMENTS –

Ms. Diel wanted the Committee to be aware that she missed the June Committee meeting due to the sudden death of her husband. She expressed her thanks for the flowers sent and remarked that they are growing beautifully.

Ms. Diel commented that there were items noted from a visit to McKinley that were ADA compliant, but not the best for small children. The items noted were classroom braille signage that was placed too high for a standing child or a child in a wheelchair to reach, height of doorknobs and moving faucets/drinking fountains to the front of the classroom sinks to increase accessibility. Other items of concern are cracks in cement due to safety issues. She suggested that a sub-committee be formed to review such items for the Disney project.

Mr. Cross commented that everything discussed is in the plans for the Disney project. The District must comply with Title 5 and 24. All items go through an architect and plan check with DSA to ensure compliance. Mr. Cross will measure the height of the signage at McKinley to verify compliance. Discussion followed and included: would moving the signs down be out of ADA compliance; the possibility of double signage; child advocacy groups may be able to help; ADA compliance is vital but if there is a height window, items should be placed at the lower end; 68 inches is very high for children to reach; and the lower end of the compliance window would be better than double signage. Mr. Cross will confirm for the September meeting the signage measurements at McKinley.

Chairman Worsham commented that the updated site visit schedule was distributed to the Committee and asked what the expectations are for site visits. Ms. Hubbell commented her understanding was that visits were on hold due to the pandemic. Small groups are able to visit the sites. Ms. Diel noted that assignments are open-ended and members may visit any site when it is safe to do so. Ms. Hubbell expressed concern that there may not be staff available on site. Chairman Worsham suggested that the member noted in the far-left column of the schedule be the point of contact and take the lead of setting up visits for each particular school. Once the visits are confirmed with the site administrator, the point of contact would notify the rest of the committee. Chairman Worsham suggested that members reach out if they did not receive a roster. Members may visit any site in any month with the site administrator's approval. Ms. Hubbell would like to be notified when projects are happening at the schools.

Ms. Diel reported that the Non-Profit Coalition is sponsoring a backpack event where 500 backpacks filled with school supplies will be given out to families in a drive through event at the YMCA parking lot on Saturday, August 8, 2020 from 9:00 a.m. to noon. The Holiday Christmas Basket program is being planned.

Mr. Smith asked for an update on the Stevenson auditorium HVAC project. Mr. Cross responded that the Bond budget is still available. This project took a back seat to procuring Personal Protection Equipment (PPE) for school opening.

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

11. NEXT MEETING – The next meeting will be held Wednesday, September 2, 2020, 7:30 a.m., Virtual meetings will be held until further notice.

12. ADJOURNMENT – Chairman Worsham adjourned the meeting at 8:45 a.m.