BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
November 13, 2024

Moved to Item 5

1. CALL TO ORDER

   The virtual meeting of the School Facilities Oversight Committee was called to order by Justin Worsham at 7:30 a.m. Committee Members present: Shaun Hasas, Brandon Mullins, Geovanna Waters, Justin Worsham, and Greg Wylie.

   Carolyn Bisson, Dakota Hughes, and Michelle Wolloff were absent.

   Alternate Members present: Chantal M. Sampogna

   Also present: Board Member Charlene Tabet, Director of Facilities Dennis Maxwell, Sr. Administrative Assistant to Director of Facilities Crystal Cozakos, Facilities Construction and Operations Technician Alexi Buliavac

2. APPROVAL OF MINUTES OF June 5, 2024 – It was moved by Brandon Mullins and seconded by Geovanna Waters that the minutes of June 5, 2024 be approved as written. Motion carried 5-0 with three abstentions.

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

4. STATUS OF RESPONSE TO PREVIOUS QUESTIONS – There were no previous questions.

Moved to Item 7

5. SFOC UPDATE POWERPOINT PRESENTATION – The following items have been approved by the Board of Education: approval of award of contract for Genesis Floor Covering Inc., for the removal and replacement of flooring on the first floor of the modular building at Miller Elementary School; approval of award of contract for Forma Engineering and Construction for Bid 2324-023 for the new restrooms, ADA alterations, and related site work for the Teddy Bear Park Project; approval of award of contract for California Paving & Grading for patching the existing playground asphalt at Edison Elementary School; approval of award of contract for AMS.NET for the additional video surveillance cameras with 10% contingency at Burbank High School; notice of completion for Genesis Floor Covering Inc., for the removal and replacement of flooring on the first floor of the modular building at Miller Elementary School; notice of completion for Forma Engineering and Construction for Bid 2324-023 for the new restrooms, ADA alterations, and related site work for the Teddy Bear Park Project; notice of completion for Hart Design Build Inc., for Bid 2324-017, the installation of the new PC ball wall for the Disney Project; notice of completion for California Paving & Grading for patching the existing playground asphalt at Edison Elementary School.

   Mr. Maxwell detailed the Facilities Project Update and noted the following: busy summer; ball wall finally completed over the summer; Teddy Bear Park at Roosevelt has also finished; complete redo of playground, asphalt removed, new hydration installed on field, new markings, new ADA ramp from lower to upper playground, new TK restroom in classroom, upgraded 2 single use restrooms to be ADA compliant, extra money to redo asphalt on upper that repaired trip hazards, had to remove a tree with a Crepe Myrtle tree planted in its place; doors and hardware project at Huerta, Jefferson, and Miller; hardware was older and failing; new locks have indicators and are ADA compliant; large undertaking with supply chain issues in the middle but finally got it wrapped up; Miller 2-story modular building has had a lot of moisture issues in the last 20 years; water intruding tiles when it rained causing them to pop off, moisture on ground; ongoing trouble; tested for moisture and found vapor barrier was not adequate; VCT tiles were removed along with membrane, down to bare concrete; opened up all pores, poured 2-part epoxy with an overlayment and placed new VCT tiles.

Shaun Hasas arrived at 7:35 AM
Geovanna Waters arrived at 7:35 AM

Playground at Edison was unsafe with wide and deep gaps up to 4.5-5 inches in some areas; could not remove full playground asphalt in time over the summer, patched up playground in the meantime. In the queue now: playgrounds with sinkholes at Stevenson and McKinley, turfed removed, pour in place rubberized material to enhance areas to make safer for students; repair at Edison playground.

Board Member Charlene Tabet arrived at 7:37 AM

Mr. Maxwell confirmed the Miller flooring was paid out of Measure S Bond funds.

On behalf of Mr. Vonk, Ms. Cozakos detailed the Technology Project Update and noted the following: The Cisco Wireless Controller Project (#1) is almost complete but ran into a major issue; Cisco's current software version has a bug that prevents computers from connecting to the network with the current system; estimated time of completion for Cisco to patch this is by the end of the year. The Cisco DNA Center Management System Project (#2) is almost complete; part of this project is to create a template for new network gear; there are two new models: 9300, which is in hand, and 9200, which was ordered but is waiting on arrival with an estimated time of arrival between November 23-25; once it arrives, the vendor will work with staff to create a template for adding similar equipment to the network in the future. The Cisco ISE Network Access Control Project (# 3) is in progress, but ran into the same Cisco bug issue with project #1, currently looking at alternatives; on hold until projects 2 and 3 have been completed. E-Rate Technology UPS Replacements (#4) have been completed. The Datacenter Refresh Project (#5) is approximately 90% completed. The District-wide Surveillance System Migration Project (#6) has completed conversion and currently fine-tuning the new system; the last remaining item is training which is pending a staff list of trainees.

Brandon Mullins arrived at 7:41 AM

6. REVIEW OF BUDGET STATUS – Mr. Worsham briefly shared and asked if there were any questions to defer to Mr. Cantwell in his absence regarding the monthly reports of Fund 14 (Deferred Maintenance), Fund 21 (Bond), Fund 25 (Growth) and Fund 40 (Special Reserve). Minimal changes. Ms. Tabet noted that growth funds are allocated to specific regions where the money is collected (i.e. third street projects funds will go to Jefferson and Burbank High).

   CALIFORNIA FINANCIAL SERVICES (CFS) MEASURE S PROGRAM FINANCIAL REPORT 11-13-2024 – Updated report will be generated for next meeting.

Moved to Item 1

7. COMMITTEE COMMENTS – Mr. Worsham briefed next meeting will review the audit report and inquired if the current committee would rollover with the new Measure ABC Bond; Ms. Cozakos clarified on behalf of Mr. Cantwell that Measure ABC is an extension to Measure S, therefore committee will rollover, however, majority of members of current committee are up for re-election and/or have termed out. Current last meeting in May will wrap up this fiscal year but will also reappoint or appoint members of the committee for the next terms. Next fiscal year will follow the conclusion of Measure S as well as the introduction to Measure ABC. Will need to confirm term limits in bylaws; 3 terms of 2 years each. Mr. Maxwell and Mr. Worsham thanked committee and District staff. Current meeting members need to contact District if interested in being reappointed or step down for next term. Ms. Cozakos will send out current term list to members.

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

9. NEXT MEETING – The next meeting will be held virtually on Wednesday, January 8, 2025, 7:30 a.m.

10. ADJOURNMENT – Mr. Worsham adjourned the meeting at 7:54 a.m.