BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Virtual Meeting Held on
February 5, 2025

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: Brandon Mullins, Michelle Wolloff, Justin Worsham, and Greg Wylie.

Carolyn Bisson, Shaun Hasas, Dakota Hughes, and Geovanna Waters were absent.

Alternate Members present: Chantal M. Sampogna

Also present: Director of Facilities Dennis Maxwell, Sr. Administrative Assistant to Director of Facilities Crystal Cozakos, Project Manager Robin Rickman, Project Manager Malihe Shokouhi, and Facilities Construction and Operations Technician Alexi Buliavac.

Assistant Superintendent of Admin Serv. Andrew Cantwell arrived at 7:35 AM
Shaun Hasas arrived at 7:36 AM

Moved to Item 7

2. APPROVAL OF MINUTES OF November 6, 2024 – It was moved by Greg Wylie and seconded by Shaun Hasas that the minutes of November 6, 2024 be approved as written. Motion carried 6-0 with two abstentions.

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

4. SFOC UPDATE POWERPOINT PRESENTATION – The following items have been approved by the Board of Education: approval of award of contract for Dave Bang & Associates Inc., for the Furnish and Install Rubber Surfacing in Playground Areas at McKinley and Stevenson Elementary Schools; notice of completion for Montgomery Hardware Company for the Furnish and Install Security Upgraded Hardware at Dolores Huerta Middle, Thomas Jefferson Elementary, Joaquin Miller Elementary Schools; notice of completion for NTT America Solutions, Inc., for the E-Rate Technology UPS Replacements Project District-wide.

Mr. Maxwell detailed the Facilities Project Update and noted the following: Wrapping up projects; Doors and hardware project at Huerta, Jefferson, and Miller has come to an end; a few long delays that were not anticipated but the upgrade has been welcomed at the sites; additional doors in scope at Huerta but pretty much completed; Edison is currently artificial turf under playground equipment that had sinkholes and were able to save most by doing repairs; at McKinley, both playground surfaces that had artificial turf had to be replaced due to the sinkholes that were caused by poor compaction from original installation; removed turf, repaired sinkholes, recompacted, and installed rubber play surface, also compliance for critical fall height of 8 ft; Stevenson playground has two surfaces that had one that was really bad and had to be removed and reinstalled with the rubber surface; second playground is being left alone as it is still in good shape.

On behalf of Mr. Vonk, Ms. Cozakos detailed the Technology Project Update and noted the following: majority of projects are in the process of being completed and notice of completions are in progress.

5. REVIEW OF BUDGET STATUS – Mr. Cantwell briefly highlighted and asked if there were any questions regarding the monthly reports of Fund 14 (Deferred Maintenance), Fund 21 (Bond), Fund 25 (Growth) and Fund 40 (Special Reserve). Deferred Maintenance will not have any more revenue coming in and will be exhausted by the end of the current year. Bond Fund 21., will be fully expended by the end of this year. Growth funds are for developer fees received from residential/commercial developments. However, the challenge is LA County interprets these funds can only be utilized during years of increased enrollments which causes the District to carry over a larger balance due to the current decrease in enrollment. Special Reserve Fund also carries a larger balance; Burbank High Pool Project allocated for these funds.

Discussion of the reporting of funds to gather the full picture of District funds utilized for construction projects. Ms. Tabet commented that she has brought up the subject of utilizing growth funds and other fund issues with Assembly Member Adam Schultz.

CALIFORNIA FINANCIAL SERVICES (CFS) MEASURE S PROGRAM FINANCIAL REPORT 1-8-2025 – Minimal Changes. Updated report will be generated for next meeting.

Moved to Item 8

6. MEASURE S FINANCIAL AND PERFORMANCE AUDITS – Mr. Worsham introduced Gema Ptasinski, CPA, Principal at CliftonLarsonAllen LPP.

Board Member Charlene Tabet arrived at 7:49 AM

Ms. Ptasinksi reported that there was one minor finding related to the financial audit of the Measure S Bond Building Fund for the year ended June 30, 2024. Due to Fiscal staff turnover and shortage, Construction services performed through June 2024 were not accurately recorded in the General Ledger as of June 30, 2024, resulting in Accounts Payable and Construction Expense being understated by $348,435. District has included a correction plan and is revising procedures with their current full staff. This report is not a full representation of the District's finances, strictly focusing on Measure S. Ms. Ptasinksi reviewed the Proposition 39 compliance requirements audit which stated the results of tests indicated, in all significant respects, the District has properly accounted for the expenditures of the funds held in the Measure S Bond Building Fund and that such expenditures were made on authorized bond projects. The letter of the financial audit is an overview of required communication of audit standards with no significance to report.

Mr. Worsham questioned the error of the accrual. Ms. Ptasinksi explained it was a timing issue of an expense being recorded in the incorrect fiscal year, which should depend on when the expense incurred.

Moved to Item 2

7. COMMITTEE COMMENTS – Mr. Worsham questioned the transition of the disbanding of Measure S to the new committee for the Measure ABC bond.

Geovanna Waters arrived at 7:37 AM

Mr. Cantwell expressed gratitude to the community for approving Measure ABC. Mr. Cantwell clarified the board was required to formerly call for the creation of the Measure ABC Oversight Committee at the past board meeting. Any current serving member is able to apply for the Measure ABC committee, but not mandated. New Measure ABC committee will determine the meeting dates based on need. Committee is essentially tasked to be a watchdog and voice for the committee, being kept in the loop of the projects, and to provide feedback.

Mr. Cantwell introduced the two new internal Bond Project Managers. He explained the Bond doesn't allow to pay general administrator salaries but does allow to bring in-house certain functions that might be outsourced like a construction management firm. Recruitment in fall brought in strong candidates but none were a good fit for the District. Second recruitment was more successful with finding candidates Robin Rickman and Malihe Shokouhi who have extensive previous bond experience with school districts.

Moved to Item 6

Ms. Sampogna inquired about the offering of a Brown Act training with the assembly of the new committee. Mr. Cantwell stated new committee will receive the training and meetings will also be convened in-person.

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

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

10. ADJOURNMENT – Mr. Worsham adjourned the meeting at 8:23 a.m.