

BURBANK UNIFIED SCHOOL DISTRICT

Measure ABC SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Meeting Held on
November 5, 2025

1. CALL TO ORDER

The meeting of the Measure ABC Bond School Facilities Oversight Committee was called to order by Interim Superintendent, Dr. Oscar Macias at 4:18 p.m. Committee Members present: Diana Abasta, Preston Joseph, Kirsten Morris, Diana Simon, Ari Altman.

Jason Clark and Matt Benson were absent.

Alternate Members present: Julie Grair and Victor Taraceha

Also present: Vice President Board Member Abby Pontzer Kamkar, Director of Facilities Dennis Maxwell, Sr. Administrative Assistant to Director of Facilities Crystal Cozacos, Project Manager Robin Rickman, Project Manager Malihe Shokouhi, Assistant Superintendent of Business Services Dr. Mariam Abdelhamid, Account Analyst Tiana Bradley, Director of Purchasing David Gerharter, Director of Elementary Education Dr. Rebecca Harris

Interim Superintendent, Oscar Macias, invites Rebecca Harris to lead in the Pledge of Allegiance.

2. REQUEST TO ADDRESS THE COMMITTEE – Jeff Vander Borght, community member, thanks new committee members for volunteering to serve as the eyes and ears of the community and to hold the District accountable for the proper spending of all Measure ABC bond funds. He states that due to the oversight of the public not being informed of the intake, he is not sure what has been told already and may be repetitive. Has been given the link to review. Mr. Vander Borght reviews the legal obligation mandated by California's Constitution that was created through Prop 39 of the \$45,205,000 bond that is available due to the Burbank voters. The committee is required to verify that the funds are being spent only for authorized purposes and must promptly alert the public of any waste or improper expenditures upon revenues. Thanks members again for their commitment to serve at the importance of this responsibility. Mr. Vander Borght mentions a website, bondoversight.org, for the California Associations of Bond Oversight Committees, that he learned about a few months ago when he became concerned expenditures of Measure ABC funds were happening without public oversight. This site provides answers to an abundance of frequently asked questions and recommends the committee members read them. Also, expresses the importance of reading the bylaws that are the same as the Measure S SFOC, with one change, which is to only provide oversight to Measure ABC bond-funded projects only and urges the committee members to follow these guidelines to confirm that no Measure ABC funds are being used to pay for any construction or staff salaries when they have been working on non-ABC projects, such as the Burbank Pool reconstruction, wind damage, etc.

3. WELCOME AND INTRODUCTIONS – Dr. Macias thanked the community for their patience, committee members for volunteering and their willingness to serve, and the Burbank Unified School District leadership team that was in attendance as well. Congratulated members on being selected. Reviewed the circumstances that Burbank Unified did not meet the proper deadlines to form this committee, has been acknowledged, and corrective action taken. Dr. Macias acknowledges the onboarding process where each member was trained. Expectations were reviewed, along with the roles and responsibilities of the SFOC, however, that meeting was not publicly noticed. Updated the community on the status of Measure S and explained the transformation from going from virtual with Measure S to public meetings with livestream for Measure ABC to allow members of the community to see live and view later.

Committee Members introduced themselves: Diana Simon- At-Large; Preston Joseph- Parent Group; Kirsten Morris- Parent Active in PTA/SSC; Victor Taraceha- Alternate; Ari Altman- At-Large; Diana Abasta- Senior Citizen's Organization; Julie Grair- Alternate

4. SELECTION OF COMMITTEE LEADERSHIP – Dr. Macias reviewed the role of each leadership role: Chair Person will be leading the meeting, setting the agenda, working with district staff, working with Vice Chair, and

running the meeting according to formalities of Robert's rules of order; Vice Chair will fill in duties when Chair is not in attendance; Clerk- responsible for helping out with keeping notes and record keeping.

Ms. Morris questioned the section in the bylaws that mention a monthly report update to the board and who prepares that. Superintendent would be the point of contact to facilitate working with district staff to create a board agenda item. Dr. Macias stated under the Community tab, there is a designated section for the SFOC where the agendas', exhibits, and minutes will be posted on a timely basis. Discussion on the documents being uploaded to the site and distributed to members followed.

Kirsten Morris was nominated for Chair Person by Preston Joseph and seconded by Diana Abasta. Motion carried 5-0 with no abstentions. Diana Abasta was nominated for Vice Chair by Kirsten Morris and seconded by Ari Altman. Motion carried 5-0 with no abstentions. Preston Joseph was nominated for Clerk by Kirsten Morris and seconded by Diana Abasta. Motion carried 5-0 with no abstentions.

5. ESTABLISHMENT OF MEETING CALENDAR FOR 2025-2026 SCHOOL YEAR – Dr. Macias noted the usual cadence of the SFOC committee usually meets on the first Wednesday of each month and proposed the time of 4:15 p.m. Discussion of days and times followed. Ari Altman questioned the duration of the meetings. Start time is up to the committee's discretion. Ms. Cozakos explained the length of each meeting will be dependent on how much is being presented, a range of approximately 30 minutes-2 hours. Preston Joseph made a motion to hold meetings on first Wednesday of each month for the 2025-2026 year, except for the month of April due to scheduling conflicts, and seconded by Diana Abasta. Motion carried 5-0 with no abstentions. The following dates have been calendared: December 3, January 7, February 4, March 4, April 13, May 6, June 3. Ari Altman made a motion to set the start time to 5:00 p.m. and seconded by Diana Abasta. Motion carried 5-0 with no abstentions.
6. Q&A WITH FACILITIES DEPARTMENT – Dr. Macias introduced Dennis Maxwell, Director of Facilities, and Tony DeMartinis, Garland Roofing, to discuss the summer projects. Mr. Maxwell reviewed the summer projects; 10 campuses completed with roofing; \$30 million to spend; 10 contractors did job walks on all the various campuses; 9 bidders in total; District bought material through CUPCCAA list to save money; full time inspection from Garland throughout the entire summer; approximately 200 roofers working on the District roofs; Tony DeMartinis presented a slideshow of the before and after pictures of the summer roofing projects; visuals of the poor conditions prior to the replacements and the final product afterwards for the following schools: Burbank High; Washington Elementary; Emerson Elementary; Jefferson Elementary; Muir Middle; Monterey High; Magnolia Park; Miller Elementary; Luther Middle; John Burroughs High.

Mr. Taraceha inquired about the material and warranty. Mr. DeMartinis explained there were certain roofs that were torn off and some were overlaid; most poor decking had to be replaced with plywood; flat roof portions are receiving a 40-year warranty from Garland; roofs will be inspected by Garland yearly. Mr. Altman inquired if the sites were about the same age and level of despair as well as why different styles of roof were chosen. Mr. DeMartinis detailed most campuses had an emulsion roof system that incorporated an aluminized top coat which was deteriorating pretty significantly; those campuses received a new 2-ply hybrid system with Keystone PVC cap sheet with no coating on the top. Mr. Maxwell reviewed the 5 rated categories; focused on the categories of fail, poor, and fair; every roof that got overlaid, received DENS deck before the overlay was done; Discussion of sustainability followed; Garland material is 99% manufactured in USA; DSA was not involved; did like for like on every roof, no modifications. Discussion of potential assessment for historical landmarks followed. New waterproofing system installed on playground area at Miller Elementary; reflective requirements for new roofing; square footage equaled over twice the size of the Burbank Town Center Mall with about 20 times the detailed work, completed in about 2.5 months.

Flat roofs received Garland 40-year warranty; the first 5 years is covered under labor from the contractor and Garland owns the remaining 35 years; Tile roofs receive a 20-year Garland underlayment and the tile itself has 50 years on top.

Ms. Abasta inquired about the Community Workforce Agreement and how it ties into the bond roofing projects. Ms. Pontzer Kamkar detailed the purpose was to ensure the work being done on the bond projects were not only union labor but also labor that was predominantly coming from the local community. A radius in terms of asking the contractors to show that they have a certain number of percentage of their workforce from local unions within 50 miles from Burbank and ask they are a part of trade unions. Previously, bond projects were not completed by unionized workforces. Electrical work at the Burbank Pool demonstrated dangerous work that was previously done. The Community Workforce Agreement is to make sure the workers hired are highly skilled for the money being spent.

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Ms. Abasta reflected on the previous mantra which was “on time, on budget” and mentioned corners were skipped.

7. COMMITTEE COMMENTS – Mr. Altman questioned if future meetings will be getting a review of future projects; Dr. Macias responded that both the committee and community will be updated with not only what has been done in the past but also what is being planned in the future. Future projects are being planned for the summer. Sub-Bond Committee discuss weekly and review. Mentions the Eastman Perkins Facilities Master Plan is a thorough analysis of all the structures but there are not enough bond dollars to address all the issues; the team collectively collaborates and assesses to prioritize projects.

Ms. Cozacos states a presentation of all of the board items that have been approved for the Measure ABC bond dollars will be presented at the next committee meeting. In addition, a facilities update will be provided to give an overview of what has already been done and give insight of what is projected. Each month, presentation of board approvals and current facilities update.

Mr. Taraceha questioned if committee will be granted access to project specifications, shop drawings, tactical drawings to review. Dr. Macias will refer to bylaws for the scope and responsibilities of the committee. Decision making is not jurisdiction of SFOC committee but will clarify details. Ms. Morris echoed the role of the SFOC is to review construction and facility reports of the budget and make sure it is being spent correctly, with the decisions being made by the District.

Dr. Macias expressed his gratitude of the selected committee members. Ms. Morris voiced her excitement to be a part of the committee where they will speak as a group and with the amount of knowledge, the decisions being made and recommended will be very informed.

8. ALTERNATE/EX-OFFICIO COMMENTS – Ms. Grair mentioned that the group is well versed and is asking great questions. Thanks members for their contribution to the group and to the community. Mr. Taraceha thanked the Director of Facilities and Garland representative for providing a detailed explanation of the overview.

Ms. Morris thanked community member, Jeff Vander Borght, for speaking and recommending the website to review as well as for the presentation and providing answers to all the questions.

9. NEXT MEETING – The next meeting will be held Wednesday, December 3, 2025, 5:00 p.m. in the Board Room of the District Administration Office.

Ms. Morris requested for the committee to receive the Eastman Perkins Facilities Master Plan prior to the meeting as well as updating the bylaws.

10. ADJOURNMENT – Ms. Morris adjourned the meeting at 5:38 p.m.