

BURBANK UNIFIED SCHOOL DISTRICT

Measure ABC SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Meeting Held on
January 7, 2026

1. CALL TO ORDER

The meeting of the Measure ABC Bond School Facilities Oversight Committee was called to order by Chairperson Kirsten Morris at 5:05 p.m. Committee Members present: Diana Abasta, Matt Benson, Preston Joseph, Kirsten Morris, Diana Simon and Ari Altman.

Jason Clark was absent.

Alternate Members present: Julie Grair and Victor Taraceha

Also present: Board Member Emily Weisberg, Interim Superintendent Dr. Oscar Macias, Sr. Administrative Assistant to Director of Facilities Crystal Cozacos, Project Manager Robin Rickman, Project Manager Malihe Shokouhi, Director of Purchasing David Gerharter, Director of Elementary Education Dr. Rebecca Harris, and Interim Assistant Superintendent of Business Services Dr. Jason Hasty

Chairperson Ms. Morris and Dr. Macias invited Rebecca Harris to lead in the Pledge of Allegiance.

2. APPROVAL OF MINUTES OF November 5, 2025 – It was moved by Diana Abasta and seconded by Ari Altman that the minutes of November 5, 2025 be approved with the amendment to add “Preston Joseph is elected as clerk” on page 2, section 4, as written. Motion carried 6-0 with no abstentions.

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

4. REVIEW OF ROLES / RESPONSIBILITIES / SCOPE OF WORK – Dr. Macias reviewed attendance requirements, as stated in bylaws. Community is holding District accountable to ensure meetings are scheduled regularly and business is being conducted accordingly.

5. STATUS OF BOND AUDIT FOR FISCAL YEAR 2024-2025 – Dr. Macias introduced Dr. Jason Hasty, currently servicing in a consultant role for Business Services; Dr. Hasty briefed on the audit status, audit will take place next year as expenditures have occurred in current fiscal year. Dr. Macias stated a review of expenditures is still needed and will be presented at next meeting. Fiscal year range is July 1 to June 30. Clarification is needed on when expenditures started, Dr. Macias will research and will provide comprehensive report next meeting. Due to leadership failures, expenditures were made prior to bond committee; District is working on being compliant and filling vacancies to address issues and concerns. Committee would like purchasing timeline of materials and start of projects.

6. TERM ASSIGNMENTS – Dr. Macias recommended the following term assignments: Alternate Julie Grair, 3-year term; Alternate Victor Taraceha, 2-year term; Alternate Bilyana Decker, 2-year term; At Large Member Diana Simon, 3-year term; At Large Member Ari Altman, 2-year term; Business Organization Representative Jason Clark, 3-year term; Senior Citizens Organization Representative Diana Abasta, 3-year term; Taxpayer Group Representative Matt Benson, 3-year term; Parent Group Representative Preston Joseph, 2-year term; Parent Active in PTA Kirsten Morris, 2-year term. Each member is allowed to serve 3 consecutive terms max.

Mr. Benson brought up concern of timeframe of minutes being a possible issue with terms; committee is able to adjust timeframes, as needed, annually when calendaring for fiscal year; Mr. Benson questioned online participation; Ms. Cozacos explained meetings will be livestreamed only with the exception of an accommodation for Ms. Simon to be present due to recent Brown Act revisions. Discussion of term assignments followed; bylaws require five (5) with 3-year terms and four (4) with 2-year terms.

It was moved by Ari Altman and seconded by Preston Joseph to approve term assignments as presented. Motion carried 6-0 with no abstentions.

7. SFOC UPDATE –
UPCOMING PROJECTS FOR SUMMER 2026 AND BEYOND – Ms. Rickman, Project Manager, reviewed the 2026 Summer Roofing Projects; bids are due in January and is anticipated to start May 28, last day of school; Ms. Morris questioned if recent rains brought in major issues; one campus did have fault with the rains and is currently under observation with maintenance company working on the repair.

Ms. Rickman reviewed the timeline for the softball fields: projects won't start construction until 2027 or 2028; depends how they come out of DSA; two engineering architectural firms have been contracted to start design meetings with the schools in February; both projects are a result of Title IX issues; both campuses are not physically situated with softball fields for programs; will also include an exploration of expanding parking which is also limited at both schools; community and high schools will be part of design meetings; both fields will be CIF compliant; architects were chosen previously from a list of 9 architectural firms that had been previously interviewed and chosen; architectural costs will be reflected in expenditure report in next meeting.

Ms. Abasta requested for a site visit to check out the rain leak issues following the completed roof projects; Dr. Macias recommended a site visit to damaged locations without access to roofs for liability purposes; reminded committee, roofs are all under warranty; Mr. Benson questioned if roofing projects will be completed after work is done in 2026; Ms. Rickman explained some were held off that were considered fair, others are considered clay tile roofs that will need to be taken to DSA for their structural components; will receive updated assessment report from Garland after 2026 roofing projects are completed to know what needs to be done next. Ms. Morris inquired how is inflation factored into decisions being made with the projects, using the Perkins Eastman as a guideline. Ms. Rickman explained the Garland Company provided a generalized estimate of each particular roofing project to use as a baseline when contractor's proposals come in; each vendor will bid individually on each campus; Perkins Eastman has escalation already built into the cost estimate as well as a contingency allowance. Dr. Macias mentioned there is a Superintendent Bond Subcommittee that meets frequently, every other Monday, to discuss projects and different factors such as tariffs; not everything in the Perkins Eastman will be addressed; difficult decisions will need to be made with rising costs being taken into consideration; reminded committee, any labor involved will be union represented; an estimate will be required from architect or engineer during the design stage that will be used to validate other like projects.

Ms. Morris requested site visits before and after of roofing projects to be scheduled in April.

8. REVIEW OF BUDGET STATUS –
UPDATES ON LEADERSHIP TRANSITIONS – Dr. Macias reviewed the most recent leadership transitions with resignations, including Dr. Mariam Abdelhamid in Business Services as well as some resignations/retirements with other employees in fiscal services and supervisor roles; jobs have been posted or are about to be posted; key members of the leadership team that have been away from the office have impacted operations; doing best to cover across the board with staff wearing multiple hats; getting to a better place with Dr. Hasty as a consultant in Business Services who brings experience in Business Services, Fiscal, and HR; vacancies have stalled operations a bit but ensuring the District is still servicing from a legal and compliance standpoint; impacted District to not be able to produce expenditure reports that have been requested and are required for committee to review; selected Director of Fiscal Services has accepted position and is being onboarded.
9. COMMITTEE COMMENTS – Committee discussed adjusting time and dates of meetings. Dr. Macias stated item would need to be on the agenda for next meeting to deliberate and vote on changes; comments should be in relation to the board agenda or anything related to SFOC or address community comments. Mr. Benson mentioned it can be revisited if the committee lacks a quorum in the future. Mr. Altman questioned if there was a connection with the financial office departures; District cannot comment on personnel matters.

Committee members expressed gratitude and appreciation for the extra work being put in and the candor from staff on matters that can be disclosed. Mr. Benson would like to see infographic of priorities that the community can share. Ms. Simon inquired about information regarding the architect selection. Ms. Abasta mentioned she would not be present at the February 4, 2026 meeting.

10. ALTERNATE/EX-OFFICIO COMMENTS – Mr. Taraceha expressed the site visits should be during the week and would like to be involved in design charrettes. Ms. Grair echoed previous committee comments.
11. NEXT MEETING – The next meeting will be held Wednesday, February 4, 2026, 5:00 p.m. in the Board Room of the District Administration Office.

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Ms. Morris verified that the questions that were asked in the previous meeting would be in the minutes to be able to be answered such as allowing the committee to help facilitate in choosing the bond auditor if there isn't one in place; discussion of calendaring.

12. ADJOURNMENT – Ms. Morris adjourned the meeting at 6:06 p.m.