

# BURBANK UNIFIED SCHOOL DISTRICT

## Measure ABC SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Meeting Held on  
December 3, 2025

1. CALL TO ORDER

The meeting of the Measure ABC Bond School Facilities Oversight Committee was called to order by Chairperson Kirsten Morris at 5:10 p.m. Committee Members present: Diana Abasta, Preston Joseph, Kirsten Morris, and Ari Altman.

Matt Benson, Jason Clark, and Diana Simon were absent.

Alternate Members present: Victor Taraceha

Also present: Board Member Emily Weisberg, Director of Facilities Dennis Maxwell, Sr. Administrative Assistant to Director of Facilities Crystal Cozakos, Project Manager Robin Rickman, Director of Purchasing David Gerharter, Director of Elementary Education Dr. Rebecca Harris, and Assistant Superintendent of Educational Services Peter Knapik

Chairperson Kirsten Morris invites Diana Abasta to lead in the Pledge of Allegiance.

2. APPROVAL OF MINUTES OF November 5, 2025 – Due to lack of quorum with the recent Brown Act revisions that no longer allow virtual speakers, minutes will be brought back for approval at the next meeting with the amendment to add “Preston Joseph is elected as clerk” on page 2, section 4.

3. REQUEST TO ADDRESS THE COMMITTEE – Linda Walmsley, community member, presents the Perkins Eastman Facilities Master Plan that was adopted on June 1, 2023, costing \$538,600. Suggested reviewing the Master Plan, especially pages 4 and 10, which focus on the campaign for the Measure ABC Bond. The bond money is coming from taxpayers that expect the committee and District to make smart and safe investments. Ms. Walmsley mentions that transparency, proper fiscal management, and public reporting of all expenditures is expected and required. Committee has ability to oversee projects but also to prove to taxpayers the right decision was made to trust the District to spend the money in a legal manner.

Committee members thank Ms. Walmsley for her comments and for pointing out the specific pages in the Facilities Master Plan for them to review. Assures they are doing due diligence and are committed to the seriousness of the committee. Ms. Morris noted the committee is an extra set of eyes and communication to the public, while the District will be making financial decisions with the board approving expenditures. The annual report will provide an accurate assessment on whether the District spending is compliant with the bond terms.

4. SFOC UPDATE POWERPOINT PRESENTATION – Ms. Rickman, Project Manager, reviewed the 2025 Summer Roofing Projects as well as the 2026 Summer Roofing Projects. Will use same District standards and will consider lessons learned from the first round of roofing projects. District will provide material that will allow a substantial savings with a credit back. Considered Priority 1A on Master Plan; will be future roofing projects based on roofing assessments but those roofs are considered fair and reasonable, whereas the ones being done now are failed or poor. Ms. Abasta questioned if a school such as McKinley is not listed under these two rounds, it should be assumed, that school would appear in the upcoming years. Ms. Morris questioned when the assessments were done. Ms. Rickman explained the initial assessment was done prior to February 2025 and then was updated to reflect the current status for the 2026 roofing projects. Mr. Altman inquired about sites where roofs were repaired, such as Disney, but were not on the list. Mr. Maxwell clarified a few sites sustained roof damage from the wind event earlier in the year that will be covered under FEMA. Initial presentation from Garland is on the website to review.

Summer 2025 roofing projects are in the close out phase; will be processing change orders for board approval to close out projects in order to do notice of completions. Ms. Abasta questioned the procedure for the change orders, Ms. Rickman explained are signed by the contractor, architect if there is one, project managers, and District representative and then submitted and distributed to board members to be voted for approval. Change orders documents will be presented with board agenda items.

Ms. Rickman reviewed the upcoming projected timeline that will be started soon; first is the girls' softball field at the high schools that is categorized as priority 1B on the master plan as they need to reach Title 9 to be CIF compliant. It is intended that these two campuses be equal in scope for softball fields, such as dugouts, the types of turf, the scoreboards; will need to meet ADA and fire life safety issues Ed code for DSA requirements to get the project into construction. If budget allows, may be able to provide concession stands and lights; anticipate architects to give cost estimates during each phase of the design development that will be reviewed and verified against the budget that we currently have from the master plan. Architect fees include a charrette with the school, Educators, and the community to get ideas on the layouts that will be proposed for the softball field locations. For instance, Burbank High School, the girls' softball field is anticipated to be up in the dirt area with the basketball courts that are near to be renovated, with potential lesser count of exterior basketball courts. Cannot be determined until plan is laid out with a survey done to figure out the exact point to be compliant with CIF. John Burroughs High School is a slightly higher project than Burbank High School as it will get a parking structure to provide equality. Discussion followed regarding parking spot designs as well as options to add charging stations. Architects have been selected and will go to Board for approval on December 11, 2025. Two individual architects that have fees based on cost estimates in the scope that were provided with the request for proposals. Projects are being prioritized based on urgency, such as the softball field renovations which is currently in discussion due to a Title 9 complaint as both high school girl softball teams play at the park instead of their own campuses. Discussion followed of a charrette which is where stakeholders get together to discuss layout of the fields and receive input from the campus staff to determine scope. Committee members would like to be invited to listen in to discussions, if possible. Facilities Master Plan is baseline; program has not fully been established, in beginning stages of planning and setting up the bond. Elements that may impact functions such as concession stands and lights will be established as projects are underway. Discussion about solar panels and infrastructure followed.

Next project, categorized under 1A considered as accessible standards, is the Deaf and Hard of Hearing (DHH) improvements at Burbank High School, Muir Middle, and Washington Elementary. Selecting electrical engineer and expecting to start next year in 2026. DHH services are provided through these feeder schools.

The District plans to do full site assessments for all HVAC systems on 22 sites, priority 2. HVAC units are considered long lead items and is best to do site assessments to determine age to prioritize replacements. If systems need to be changed out, different method and design will need to be considered and receive DSA approval. Will hire mechanical engineers to complete assessments. Focusing on getting mechanical engineers on board to get the assessments started. Discussion of current unit systems and different options of contracts to save costs followed. Ms. Rickman clarified the work won't be started until 2027 due to the lead times of the units but the site assessments will be started in 2026. Mr. Maxwell noted the District is following the Facilities Master Plan to make as much progress as possible but not all needs mentioned will be met. Mr. Gerharter explained different contract options as well as the joint use agreement with the City.

Site Security and Access, priority 1A, to reconfigure main entrances as there are approximately nine (9) campuses where community can walk directly through main entrance onto campus, in to classrooms. Make entrances more secure for staff and students to monitor people coming in. Police Department is not involved in security discussions but they do have a Knox box with keys at every site to enter in case of emergencies. Mr. Maxwell clarified each visitor needs to be buzzed in from main entrance to get into campus but the 9 sites don't directly lead to the main office. Site security cameras will start at middle schools first as much urgent; winter 2026 is anticipated start time to allow tech team to complete current project first. Admin can access cameras and can be used for discipline purposes, as needed.

ADA accessibility standards, priority 1B, including ramps to schools, elevators or lifts in disrepair, as well as new turf to existing softball fields. Intent to start at Jefferson Elementary which does not have a ramp. All schools were ADA compliant when built but would not meet current ADA standards. When modifications are made at the sites, DSA will make recommendations to make sure the project meets accessibility requirements in order to be approved. Committee would like specific timeline for each project for time management and prioritization. Mr. Maxwell explained, the current bond team is lacking key positions so the project managers are working on navigating, specifics will be laid out in time as bond team is established. 8-10 years for bond timeline, money is used as projects are established. Request for bond language for committee to track that projects are staying in scope of bond. Discussion of establishing bond team and timeline followed. Playgrounds and fire alarms are options to look into as well as they tie into ADA accessibility standards.

Ms. Rickman reviewed the guidelines for Request for Qualifications (RFQs); a list of architects and engineers should be established and renewed every 5 years. Architects are used for projects for modernization, new construction, field improvements, portable bungalows. Mechanical engineers will be used for HVAC, security

technology, network communications, utility services. These vendors need to be in place to draw from to get programs started. Selection process includes minimum of 3-5 people to review RFQs, average of scoring sheets determine which vendors will be used for future projects. Civil Engineering to tackle underground utility services will be advertised in December 2026. Discussion of Planet Bids as well as state funding options continued.

Mr. Altman asked for clarification on the change order amounts in the presentation. Mr. Gerharter explained deductive change orders are typically for reduction of scope or unused allowance. Mr. Gerharter reviewed the tech update presentation. E-rate is a federal government program which provides technology infrastructure to K-12 institutions; each cycle is 5 years. Questions regarding roofing material and leaks after repairs followed.

Julie Grair arrived at 6:50 PM

5. REVIEW OF BUDGET STATUS – Due to absences, questions will be provided to budget team for review. Ms. Cozakos reviewed the budget status report of the 24-25 actuals and explained the first audit will be reviewing these expenditures to ensure they were spent and recorded accurately. The 25-26 numbers reflect the expenditures as of November 17, 2025 and the estimated expenses with proposals that have been approved. Ms. Abasta would like clarification on the proceeds to sale of bond figures. Mr. Altman would like a breakdown of the salaries and expenditures to ensure they are appropriate. Ms. Cozakos clarified the salaries and benefits expenditures are for the two project managers and account analyst. 24-25 salary expenditures need to be confirmed.

6. COMMITTEE COMMENTS – Ms. Morris requests a copy of the District's budget with assets and audit for informational purposes. In addition, Ms. Morris would like to confirm if the District has hired an auditor for the bond and if not, the committee would like to participate in vetting the auditor. Ms. Morris questioned what audits should the committee be expecting such as financial, performance, and procedure audits. If procedure audit has not been done in the past, it is requested the District does prepare a procedure audit. Bond language for committee to assess if District is compliant is requested; comprehensive facility plan (Perkins Eastman) has been received. Examples of invoices and pay applications for the committee for reference will be provided as well.

Mr. Altman expressed gratitude for BUSD employees for sharing expertise and being open to the comments to build a collaboration. Mr. Maxwell apologized for the lack of leadership. Ms. Abasta expressed concern with lack of quorum for current meeting; stated there was a commitment made when accepted onto the committee; stressed importance of meeting quorum to stay on track with approving minutes and legal obligations. Mr. Joseph thanked staff for continuing work to build up the facilities to help with enrollment and pay teachers. Ms. Morris echoed the committee comments with appreciation for questions being answered by staff.

7. ALTERNATE/EX-OFFICIO COMMENTS – Mr. Taraceha commended the project managers for their honesty and integrity; thanked staff for being responsive in answering questions and keeping up the good work. Ms. Grair expressed gratitude for staff service and diligence as well as for Ms. Morris, Chairperson, for being thorough.
8. NEXT MEETING – The next meeting will be held Wednesday, January 7, 2026, 5:00 p.m. in the Board Room of the District Administration Office.

Committee would like a more detailed timeline.

9. ADJOURNMENT – Ms. Morris adjourned the meeting at 7:27 p.m.