

BURBANK UNIFIED SCHOOL DISTRICT

Measure ABC SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Meeting Held on
February 4, 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 5:04 p.m. Committee Members present: Ari Altman, Kirsten Morris, Preston Joseph, Diana Simon and Jason Clark.

Diana Abasta and Matt Benson was absent.

Alternate Members present: Julie Grair

Also present: Interim Assistant Superintendent of Business Services Dr. Jason Hasty, Sr. Administrative Assistant to Director of Facilities Crystal Cozakos, Project Manager Robin Rickman, Project Manager Malihe Shokouhi, Director of Purchasing David Gerharter, Director of Elementary Education Dr. Rebecca Harris, Director of Fiscal Services Khai Nguyen, and Assistant Superintendent of Educational Services Peter Knapik.

Chairperson Ms. Morris invited Preston Joseph to lead in the Pledge of Allegiance.

2. APPROVAL OF MINUTES OF December 3, 2025 – It was moved by Jason Clark and seconded by Preston Joseph that the minutes of December 3, 2025 be approved, as written. Motion carried 6-0 with no abstentions.

APPROVAL OF MINUTES OF January 7, 2026 – It was moved by Jason Clark and seconded by Ari Altman that the minutes of January 7, 2026 be approved, as written. Motion carried 5-0 with no abstentions.

3. REQUEST TO ADDRESS THE COMMITTEE –

Joel Schlossman, community member, brought up the concern that the Measure ABC agenda was not included on the webpage with the agenda videos under the Board of Education that lists upcoming meetings. Per the Brown Act a 72-hour notice to the public is required. He stated as of the morning, the agenda packet was not connected to the meeting. In addition, the lobby door was not opened prior to 15 minutes and the agenda packet was provided to him physically a few minutes prior to the meeting. He voiced his concern that the committee and public wasn't properly noticed or provided with the minutes in a timely manner.

Jeff Vanderborght, community member, expressed his concerns regarding the Measure ABC Financial and Performance Audits. He noted the audit, that is to be presented to the Board for approval the following day, stated "Pursuant to the requirements of Proposition 39 and related state legislation, the Board of Education of the District established a Citizen's Committee". He questioned the accuracy of the report as it ended in June 30, 2025, despite the committee being established afterwards. He noted, this verbiage is the same as the Measure S audit, copied and pasted. He stated that despite being told there weren't 24-25 expenditures for Measure ABC in the last meeting, the audit illustrates \$26 million being expended, which does not include Personnel expenditures. Mr. Vanderborght questions if Measure S picked up those costs and states the committee should be aware, regardless of not being involved in Measure S expenditures. He questioned why Measure S still has \$1.7 million to be expended and thanked the committee.

Committee provided comments to speakers. Committee members expressed their appreciation for the input on the critique of the audit. Stated agendas are being received ahead of time for committee review but will check with District to ensure postings are being uploaded to the website timely. Ms. Cozakos clarified the agenda packets are posted on the website under the District tab, School Facilities Oversight Committee, which links to the designated facilities page with both Measure S and Measure ABC tabs that provide the current roster and terms, bond language, and by-laws. In addition, there is a separate tab that includes the agendas and minutes. When full agenda packet is sent to committee, the packet also gets posted on the website at the same time. Typically sent the Friday before the scheduled meeting to meet the 72-hour requirement for the Brown Act. Once minutes are approved, the final version gets uploaded to the site as well. SFOC Agendas have not been uploaded to the link on Granicus due to prior circumstances but District will work on linking for future meetings.

4. DISCUSSION OF SFOC CALENDAR/TIMES – Ms. Morris relayed there were concerns that 5:00 PM created timing issues to meet quorum for meetings. Discussion followed to move meetings to 5:30 or 6:00 PM. Committee members requested a polling from all members and District staff to get proper count. Ms. Cozakos reviewed the process of replacing members if needed: alternates are granted opportunity to be a member if within the same category as vacant position; if not, application period will open to find candidate in that category and then will need to be appointed by the Board. Dr. Hasty stated citizen's committees typically meet quarterly and will need to be a discussion to amend the bylaws to adjust. Ms. Cozakos provided the schedule of Measure S meetings as example: November to provide summer facilities update, January for Bond Audit, and May for annual report.
5. SFOC UPDATE POWERPOINT PRESENTATION – FACILITIES UPDATE – Ms. Rickman briefed over the updated format of the presentation which includes the school sites, the contract amount, change orders, not to exceed amounts, purchase dates, and items that are in progress. Questions were asked for clarification: the Walt Disney Elementary roof work was paid out of FEMA funds and not bond; the overage amount recorded for the Emerson roofing in last meeting was a clerical error and has been corrected. Ms. Morris voiced concern of proper staff support to ensure procedures are being followed. Dr. Hasty mentioned Tarana Alam from KeyAnalytics will be providing additional support by assisting with the finance reports in future meetings. Ms. Morris also emphasized the taxpayer's expectations when District is choosing project priorities. Expenditure report illustrates what has been done for that specific fund; FEMA money is separate from bond money. Ms. Rickman clarified that there was a Title IX claim against the District for not being CIF compliant by not having softball fields. To resolve the complaint, the District moved forward to prove if it was possible to be CIF compliant or not at each high school. It takes at least six (6) months to get projects approved through the Division of State Architect (DSA). This project, along with the majority of the other bond projects, will be large and times will be lengthy, considering the design process and the additional contracts that have to be awarded to move projects forward. Committee would like to have better understanding of priority list. Ms. Rickman clarified the goal is to ensure projects are identified further in detail but since bond is starting off, programming does not need to be done to a T at the moment; safety projects that are more impeding to the school district and standards are priority, including making sure roofs don't leak, HVAC units are operational, etc. Small staff currently so not everything can be tackled at this time. Projects without timelines are in programming stage that includes developing the scope, walking the campuses with the school staff and architects, issuing the Request for Proposals, preparing board agenda items to be board approved. The Adult School Landscaping Improvements is for the safety concerns with the campus from flooding going into the classrooms due to the weather from the landscaping being in poor condition. Ms. Morris questioned why the Jefferson ADA project is estimated to finish in 2027; Ms. Shokouhi clarified the Jefferson ADA Project is for the whole school to be compliant, following communication from concerned parent. Normally, a project that has to go to DSA takes about 1.5-2 years to complete. Architect did job walk; received proposed; land survey needs to be done; going to the board for approval; survey will take 2 months to complete; architect will be able to start work afterwards. Edison's TK playground equipment is also slated to be worked on to be ADA compliant. Dr. Hasty briefed on the Security Reconfiguration Access Control and noted a few things have to happen, including a phase with the technology infrastructure upgrades; scope has not been determined; would include cameras, PA systems, or additional tech devices; needs more committee work throughout the District to include stakeholder's feedback before dates can be put down for specific projects. Discussion followed regarding the length of time and scope for Jefferson ADA project; estimated time is unlikely to be done sooner, scope is to include front ramp and the back where parents pick up; restrooms and drinking fountains are compliant; construction will be done summer 2027 as school will be vacant. Mr. Altman questioned the actuals vs. the not to exceed amounts of roofing materials and roofing installations illustrated in the expenditure report and the charts in the presentations. Ms. Cozakos clarified the Garland purchases were all expended in 24-25 fiscal year with the not to exceed numbers reflecting the actuals. With the installations, majority of the work was done in 24-25 but was carried over to 25-26; Notice of Completions have been submitted, up to date, for all roofing projects but final invoices have not been paid and processed; final numbers, matching not to exceed amounts, will not be reflected in expenditure report until completely processed for payment.
6. REVIEW OF BUDGET STATUS – Dr. Hasty reviewed the budget report that demonstrated line items of the actuals, the total expenditures based on the Purchase Orders (PO). Dr. Hasty had only been in the BUSD position a few days when the last meeting occurred and was informed erroneously of the expenditures that were spent in 24/25 school year. He noted the reports will be transformed in the upcoming meetings as he introduced Tarana Alam from KeyAnalytics . Ms. Alam reviewed a preliminary template to illustrate what the budget reports will look like going forward. KeyAnalytics works directly with the District's financial system, currently BEST (LACOE mandated), which allows them to get data directly to upload into their proprietary software called Keystone Solutions. The financial system is 100% matched and mirrored; gives ability to provide clear and

concise reports with regards to who was paid, how much, and which project. Ms. Alam reviewed the template report which will include pictures, underway projects, phases, timelines, First page will show District staff members that are involved; broad summary of the bond itself; project scope description that was approved by voters; broad summary of the funds; phasing of projects; will work with project managers to get timeline of the project priorities for the current bond series over the next 2-3 years; single project overviews; actual expenditures by school campus.

Dr. Hasty stated KeyAnalytics will be taken to the board at the next board meeting on February 5, 2026; previously had a staff member completed this work; will be a cost savings to the bond; KeyAnalytics was a consultant for many years for Measure S; report will also reflect other dollars such as OPSC reimbursements at the state level or RDA dollars that could be used as leverage to elongate some of the projects.

KeyAnalytics contract will go to the board for approval; will be a soft cost out of the bond fund; \$85,000 per year; can be all bond or split-funded since other capital facility funds will be tracked as well; services will include not only expenditure reporting but will provide CBO and Director of Facility level hands-on support services on the bond and all other capital facility funds; reports will be done quarterly; will help with continuity with any future staff turnover; it was questioned why KeyAnalytics wasn't brought in at the start of the committee formation; Dr. Hasty explained there was a decision that was made in the previous leadership that this work would be done in-house and that a bond program manager would have been taken on by the Director of Fiscal or CBO which is not considered a best practice in most districts; will bring discussion back to committee regarding contracting with a program manager; independent auditors also look at financial reports but that report is total materials, capital facilities, etc. and is not broken down at the vendor level; District's financial systems are antiquated and difficult to follow; analysts review every single transaction against the financial system; no manual entry manipulation. Discussion followed of the financial system used by the District and the procedure KeyAnalytics uses to generate report.

Ms. Morris inquired about salaries and benefits to ensure they are directly related to the bond; Dr. Hasty clarified that KeyAnalytics is professional services, not under salaries and benefits, and will only be working on the bond. Ms. Cozacos noted that all changes to contracts have to be board approved; nothing can be paid over the budget without being approved by the board to amend the contract.

7. MEASURE ABC FINANCIAL AND PERFORMANCE AUDITS – Gianna Paris, Senior Auditor at CliftonLarsonAllen LPP reported that there were no findings related to the financial audit of the Measure ABC Bond Building Fund for the year ended June 30, 2025. This report is not a full representation of the District's finances, strictly focusing on Measure ABC. Ms. Paris 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 ABC Bond Building Fund and that such expenditures were made on authorized bond projects. Ms Paris reviewed the verbiage of the SFOC committee establishment requirement pursuant to the Prop 39 and California Education Code; School District must establish and appoint members to the Independent Citizens Oversight Committee within 60 days of the date that the governing board enters the board election results into its minutes; noted resolution 19 was taken to the board with the adoption of the bylaws with the verbiage that the committee was established on January 16, 2025. However, the wording in prop 39 states the committee should be established and appointed which did not occur and is incorrectly reported in the audit; District has identified the delay in appointing as an issue; phrasing of "appointed" should be amended; audit should reflect what the District has already acknowledged The letter of the financial audit is an overview of required communication of audit standards with no significance to report; audit did not identify any material weaknesses, significant deficiencies, or any instances of non-compliance or any other matters that are required under the government auditing standards; voter approved projects and categories in the Perkins Eastman Master Plan that are allowed under the measure are being compared to the purchase orders and invoices.

Victor Taraceha arrived at 6:15 PM

Ms. Morris questioned if the performance audit confirmed that the use of piggyback contracts for the roofing materials and network equipment to be the best value compared to a traditional hard bid process or paperwork was just legal; Ms. Paris clarified the audit reviewed the supporting documents to confirm that it was appropriate. Ms. Morris requested committee member to be present at entrance meeting of next audit to ensure specific oversight concerns are included. Timeline of audit was discussed; audits are timed with first interim report that comes out in December; District requested extension for this year; California school districts are required to submit their audit reports to the county by December 15; bond auditors are not able to start year-end fieldwork until those unaudited actuals are finalized and approved by the board, which typically happens in September; government shutdown in October caused delay of the release of the compliance supplement for federal

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programs from the federal government to complete audit work without that guidance; bond audit usually reported to committee at January meetings. CLA is also responsible for District financial audit and bond audit.

8. COMMITTEE COMMENTS – District is making strides with transparency; looking forward to working with KeyAnalytics; progress in staffing with additional members and consultants; clean audit; substantive material for committee to review; concerned external auditor for the bond is not separate from District's finances.
9. ALTERNATE COMMENTS – Echoed previous committee comments with kudos for a clean audit and looking to continue work.
10. NEXT MEETING – The next meeting will be held Wednesday, March 4, 2026, 5:00 p.m. in the Board Room of the District Administration Office.

Next agenda will include results from timing poll; would like more background information on the softball field case; continue discussion on site walk; possible community outreach with project involvement; discussion of meeting date frequency; review and edit bylaws

11. ADJOURNMENT – Ms. Morris adjourned the meeting at 6:48 p.m.