BURBANK UNIFIED SCHOOL DISTRICT



School Facilities Oversight Committee
MEASURE ABC BOND

Committed to providing clean, safe and accessible campuses
for our students, staff and community.

NOTICE OF MEETING

Date: **August 12, 2026**

Time: 5:30 p.m.

Location: District Office
Board Room
1900 West Olive Avenue
Burbank, California 91506

Any individual with a disability who requires reasonable accommodation to participate in a School Facilities Oversight Committee meeting may request assistance by contacting the Business Office at 818.729.4473 or terriramirezadams@burbankusd.org.

BURBANK UNIFIED SCHOOL DISTRICT

SCHOOL FACILITIES OVERSIGHT COMMITTEE

August 12, 2026

A G E N D A

1. CALL TO ORDER

NOTICE IS HEREBY GIVEN the District is providing alternatives to in-person attendance for viewing and participating for this meeting. Any individual or group representative may address the Committee (in-person only) on any agenda item or subject within its jurisdiction. An individual or group representative may address the SFOC Committee on any agenda item by completing a white request card. Speakers are requested to state their name prior to speaking to the committee. No more than five (5) minutes may be allotted to each speaker, except by unanimous consent of the committee. The meeting will be streamed by visiting: https://www.burbankusd.org/district-info/board-of-education/board-of-education-and-governance-committee-meetings-agendas-and-videos

The approved minutes of the meeting will be posted online at www.burbankusd.org.

2. APPROVAL OF MINUTES OF JUNE 3, 2026 EXHIBIT A

3. REQUEST TO ADDRESS THE COMMITTEE

4. CONFIRMATION OF 2026-2027 COMMITTEE OFFICERS
   - CHAIR
   - VICE CHAIR
   - SECRETARY

5. REVIEW OF SFOC BYLAWS EXHIBIT B
   - PRESENTATION BY BOND COUNSEL COURTNEY JONES REGARDING PROPOSED BYLAW REVISIONS AND THE ROLE AND RESPONSIBILITIES OF A TRADITIONAL CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)
   - COMMITTEE DISCUSSION OF PROPOSED SFOC BYLAWS

6. CONFIRMATION OF 2026-2027 SFOC MEETING DATES

7. DAG / MEASURE ABC PROGRAM MANAGEMENT UPDATE EXHIBIT C

8. COMMITTEE COMMENTS

9. ALTERNATE/EX-OFFICIO COMMENTS

10. NEXT MEETING
    - ITEMS TO BE DISCUSSED: TO BE DETERMINED AT MEETING

11. ADJOURNMENT

BURBANK UNIFIED SCHOOL DISTRICT

Measure ABC SCHOOL FACILITIES OVERSIGHT COMMITTEE

Minutes of the Meeting Held on
June 3, 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 5:30 p.m. Committee Members present: Jason Clark, Diana Abasta, Matt Benson, Preston Joseph, Kirsten Morris, and Ari Altman.

Diana Simon was absent.

Alternate Members present: Victor Taraceha and Julie Grair

Also present: Interim Assistant Superintendent of Business Services Dr. Jason Hasty, Director of Facilities Valezka Emes, Sr. Administrative Assistant to Director of Facilities Crystal Cozakos, and Project Manager Robin Rickman.

2. APPROVAL OF MINUTES OF May 6, 2026 – It was moved by Diana Abasta and seconded by Ari Altman that the minutes of May 6, 2026 be approved, as written. Motion carried 6-0 with no abstentions.

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

4. STATUS OF PREVIOUS ITEMS
REVIEW OF BYLAWS – Mr. Hasty stated the District has not received a response from the attorney at this time regarding the bylaw revisions. Ms. Morris briefed on the communication sent to the sub-committee from Mr. Hasty with the legal review of the Measure ABC bylaws. She stated the bylaws sub-committee has reviewed the suggestions and supports the majority of the recommendations, particularly reinforcing the Brown Act and Proposition 39 audit definitions, streamlining the administrative complexity around alternative numbers and shifting to a communication first model for attendance. However, the committees position remains firm on two points before going to school board for a vote: a reviewed version with redlined edits and a recommendation to reflect the level of operational autonomy from the school board; to include independent oversight that is mandated by proposition 39 with the ability to investigate, review, and report; must be robust and structurally distinct for district governance; important the have bylaws state autonomy as committee.

CALENDAR 26-27 MEETINGS – Proposing in bylaws to make meetings quarterly but current bylaws require meetings to be monthly. June 3 meeting is last day currently scheduled, will need at least a July/August meeting to complete bylaws. Ms. Morris suggested to skip July meeting and schedule an August meeting to align with the quarterly schedule, potential site walk to see the progress of the roofing project; bylaws would be presented with quarterly update and schedule finalized. Discussion followed regarding day of the week for the meeting. It was moved by Preston Joseph and seconded by Diana Abasta that the next meeting will be calendared for Wednesday August 5, 2026 at 5:30 PM. Motion carried 6-0 with no abstentions.

Diana Simon arrived at 5:40 p.m.

5. DAG PRESENTATION – PROGRAM MANAGEMENT FOR MEASURE ABC – Dr. Hasty introduced Executive Vice President Alan Reising and Senior Program Manager Dana Gruden from the District Advocates Group (DAG) to present the different services they can provide. DAG is composed entirely of district individuals that have previously worked with bond and construction programs in school districts across the state; all former leaders, either superintendents, CBOs, facilities directors, etc.; here to represent the district, not as a contactor; provides hands-on support as an extension to help develop the team to ensure that everything is being done effectively and efficiently moving forward. District Advocates Group (DAG) is part of Urban Futures, the parent company, that was founded in 1972. Provides a full host of services, from pre-construction planning to work on development and refinement of master planning, assisting with procurement and contracts to select architectural teams or select various delivery methods, works closely with architects and engineers on the design aspect, works with reporting for committees and community needs. Clarified that DAG will work on communications with

community stakeholders on needs to be able to relay to board for limited time decisions. Connected with state level agencies to assist with expediting projects through the system, ultimately saving money. Services are intended to be built around the needs of Burbank Unified; aligns work with master plan to ensure expectations are being met. Important to be transparent with community when having tough conversations like unexpected escalations or natural disasters that impact different elements of construction. In addition, they work closely with educational leaders to ensure work is the least disruptive as possible to instruction. DAG contracts as a fixed fee for a host of services agreed upon to allow certainties and cost controls. Mr. Reising reviewed the DAG statewide and local portfolio and team members; clarified the consultant fee is not a direct percentage basis but based upon what is considered to be needed for the District to move forward with the bond program.

Ms. Abasta questioned the role they will be taking coming in; Dr. Hasty stated it has been discussed heavily over the past meetings and months to look at the structure of the program and projects and how to utilize program management in an effective manner; initial plan is to start with a hybrid approach with internal staff working in conjunction with DAG to lay the groundwork. Discussion followed on the beginning steps to take for program management to be a value to the current work as well as evaluate the organizational structure of the program; focuses on prioritization and changes from the state level such as a new state superintendent of schools and governor that could impact eligibility and projects. Ms. Abasta expressed the importance of communication and DAG's role on that aspect; DAG aligns with superintendent and CBO on the communication strategy to ensure appropriate level of information. Ms. Morris questioned if the project managers had a chance to connect with DAG; they have not; bond is big enough to need the support from DAG and the skills they bring to help the District to allocate and update; bond needs to be programmed so projects fall in line with the series as District goes to draw from the state money to ensure there is enough dollars to continue the projected projects; facilities master plan is pretty large and won't be able to meet all aspects; District needs to strategize better and DAG provides skill set and equipment to be able to assist as needed.

Ms. Morris expressed the concern of communication between the District staff and DAG to prevent double coverage; DAG will continue internal communications with District staff as well as external to communicate to the community on progress of work. Discussion continued on DAG's experience with other school districts and bond programs as well as leveraging other sources of funding in addition to bond money; State has a very aggressive sustainability goal that will impact the work that is done; the green code at the State level is getting stricter which will cause traditional work/equipment like natural gas will be obsolete in the future; DAG assists with balancing ongoing costs as well as how to build things in a way that helps mitigate those changes moving forward. Quantity of work going to DSA and number of times they have to review plans causes major delay to projects; DAG reviews plans directly with architects to peer review before DSA submittal to shorten timeframe for a quicker turnaround. Annual contract will allow flexibility to adjust services and reevaluate as needed for renewal.

6. SFOC FACILITIES PROJECT UPDATE- LEASE LEASEBACK – Dr. Hasty reviewed the lease-leaseback delivery method to the committee. Projects like ADA that require a lot more design would be considered for the lease-leaseback method. The District leases property to a selected contractor or developer, typically through a nominal ground lease that the contractor then constructs or improves the facility for District use; the District then leases the completed facility back during the lease term entitled to the improvements ultimately vests in the District under the lease documents. Dr. Hasty has to draft document for legal lawyer to review template for projects. Lease lease-back allows the District to select qualified construction partner, a partner though a competitive best value process, different than lowest bid which is how District current selects verses bring a contractor in early to look at the project and totality to get the best value. District generally completes the design first, bids the project, and then awards to the lowest responsive bidder. Lease lease-back allows the District to use a contractor's expertise to test the schedule, review the plans, identify cost drivers, and plan around occupied campuses and evaluate procurement strategies. District must use a competitive solicitation process which included the criteria methodology and the evaluation process being disclosed and documented. The Board of Education ultimately awards the project to the responsive proposer that is determined in writing to provide the best value to the District. District must also publicly announce the award and provide the basis for the award in a manner sufficient for external audit. The lease lease-back option can support stronger cost development rather than waiting until the end of the design to discover what the market says; the District can work through scope assumptions and pricing earlier; can also reduce change order exposure by identifying gap sequencing. Complex modernization, infrastructure projects, occupied campus work, significant unknown conditions, fully designed and low-risk scopes are best for the lease lease-back method. The Emerson project with ADA, ramps, and a new building could utilize this method to allow the contractor to have access to the drawings and they could propose changes and assist with navigating the whole process and with saving money. District will compare delivery methods to see if a competitive bid or lease lease-back will best fit; procurement, scope and price development, and award would follow. Discussion to clarify more in-depth of the lease lease-back method followed. Contractor is responsible for facilities during the lease, removes liability off of District during construction.

7. REVIEW OF BUDGET STATUS – Ms. Alam from KeyAnalytics reviewed the budget status and clarified services are not being duplicated; introduced Natalie Machan, who has been working with District staff on the coding structure. KeyAnalatics is also tracking all capital facility funds, not just bond, and mirroring records back to the districts' financial system. Measure S and Measure ABC were co-mingled and has been an obstacle to differentiate expenditures per bond; can now clearly identify the Measure ABC expenditures. Each bond series needs to be spent within three (3) years; Measure ABC bond will be issued in about 3-4 series. Ms. Alam pointed out the goal codes that differentiate the scope of each project; the report provides individual expenditures by vendor, by project, by dollar amount, and what it is for; expenditures are from February 18-May 13, 2026. KeyAnalytics will provide goal code legend to clarify scope of projects; working on a 5-7-year strategic cash flow plan that includes the bond fund and other program funding sources; will include additional slides in next presentation for hard vs soft costs, steps involved to complete a project, summaries of delivery methods, etc.; the next report will be on a cumulative bases from inception to the data of the report;

8. ADOPTION OF ANNUAL REPORT – Ms. Cozakos reviewed the process of adopting the annual report. Mr. Benson inquired if the annual report can be shared on social media as well as posted on the website; will be presented to the board in the upcoming meetings. It was moved by Matt Benson and seconded by Diana Abasta to adopt the annual report, as written. Motion carried 6-0 with no abstentions.

9. COMMITTEE COMMENTS – Committee expressed the excitement of moving forwards with DAG program management; thanked presenters and staff for their hard work and contribution. Ms. Morris expressed her concerns with fiber optics being worked on at a building on the Emerson campus that is set to be demolished and issue with double spending; parent groups express wanting to fund improvements but are not involved in discussions of construction plans; communication is being dropped between tentative construction and site improvements. Fiber optics hub is typically placed by the administrative office but plans to move the admin office can interfere with the fiber optics plan. Ms. Morris emphasized wasteful sequencing; Dr. Hasty will find out more information regarding this project.

   Dr. Hasty reviewed the Chromebook item that is going to the August 6 board meeting and explains it is allowed in the bond purview as part of the infrastructure upgrade; discussions of Chromebooks and carts followed. Dr. Hasty touched base on the red tag that is displayed on the District Administration building and explained there were two (2) complaints made to the City regarding the roofing work; one was in regards to debris inside the office and the other was to investigate the project being done on the building without permits. It is the Districts' understanding that as a K-12 District, DSA is the approver; however, work was put to a stop when City determined the building at 1900 W. Olive Ave. Burbank, CA is a district building that doesn't have students and provided a red tag; on hold until legal counsel and City approvals are resolved; staff does not need to vacate building. Dr. Hasty also noted that a Director of Bond position will be presented to the board in the upcoming weeks, will be fully bond funded; clarified that while the bond language does state no salaries, legal counsel has advised that the language is directed to not allow teachers or school administrators to be paid out of bond funds; split funds will have personal activity reports (PAR) to annotate actual work for bond versus general fund tasks.

10. ALTERNATE COMMENTS – Echoed previous committee comments with appreciation to staff and outside consultants.

11. NEXT MEETING – The next meeting will be held Wednesday, August 5, 2026, 5:30 p.m. in the Board Room of the District Administration Office.

12. ADJOURNMENT – Ms. Morris adjourned the meeting at 7:39 p.m.

BURBANK UNIFIED SCHOOL DISTRICT
BYLAWS GOVERNING CITIZEN BOND OVERSIGHT COMMITTEES
(VOTER-APPROVED 55% BOND MEASURES
PURSUANT TO PROPOSITION 39 OF 2000)

Sec. 1.0 COMMITTEE ESTABLISHED

The Board of Education (the **"Board"**) of Burbank Unified School District (the **"District"**) is required to appoint members to an independent citizens' oversight committee (**"Committee"**) as a result of the passage of any voter-approved bond measure conducted pursuant to paragraph (3) of subsection (b) of Section 1 of Article XIII A of the Constitution of the State of California (added pursuant to Proposition 39 in November 2000), in accordance with the Strict Accountability in Local School Construction Bonds Act of 2000, Section 15264 et. seq. of the California Education Code. Educ. Code §15278(a). Proposition 39 together with its related legislation is referred to herein as the "Proposition 39".

For Measure S of 2013, the Board adopted Bylaws. Expenditure of all Measure S bond proceeds was completed during fiscal year 2025-26. As such, the Measure S Committee will prepare its final report and thereafter the Board shall deem it terminated and disbanded in accordance with the applicable Measure S Bylaws.

For Measure ABC of 2024, on January 16, 2025, the Board adopted Resolution No. 19 establishing the Committee for Measure ABC and adopting related Bylaws.

By approval of these Bylaws, the Board desires and declares that these Bylaws govern the Measure ABC Committee, amending and restating in their entirety any prior bylaws adopted for the Measure ABC Committee. The Board may determine in the future to make these Bylaws applicable to a future successful bond measure pursuant to Proposition 39 and related statutes.

Sec. 2.0 PURPOSE

The purposes of the Committee are set forth in Proposition 39, and these Bylaws are specifically made subject to the applicable provisions of Proposition 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the Ralph M. Brown Public Meetings Act of the State of California, Government Code Section 54950 *et seq.* (the "Brown Act") and shall conduct its meetings in accordance with the provisions thereof, and further in accordance with "*Roberts Rules of Order*."

The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Proposition 39, but without expending bond funds on such support.

The proceeds of general obligation bonds issued pursuant to the authority of a Proposition 39 bond measure Bond are hereinafter referred to as "bond proceeds." The Committee shall confine its review of District expenditures specifically to expenditures of bond proceeds generated by the measure for which the oversight duty has been appointed. Regular and

deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Sec. 3.0 DUTIES

To carry out its stated purposes as set forth in Section 2.0, the Committee shall serve in an informational capacity to the Board of Education and public by performing the following duties:

3.1 Inform the Public. The Committee shall inform the public about the District's expenditure of bond proceeds, by meeting and preparing at least one annual report. In fulfilling this duty, all official communications of the Committee to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only speak on behalf of the Committee or release information attributed to the Committee that reflects the view of a majority of the Committee. No Committee member shall represent that they are speaking on behalf of the Committee unless authorized to do so by a majority vote of the Committee.

3.2 Review Expenditures. The Committee shall review expenditure reports of bond funds produced by the District to (a) ensure that bond proceeds are expended only for (i) the purposes described in Article XIIIA, Section 1(b)(3) of the California Constitution, being on the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities and (ii) the purposes set forth in the project list presented to voters in connection with the ballot measure; and (b) ensure that no bond proceeds are used for any teacher or administrative salaries or other school operating expenses, other than to perform administrative oversight work on construction projects authorized by the bond measure. (Education Code sections 15278(b)(1) and (b)(2); see also Opin. No. 04-110 CA Attorney General (2004)). In connection with its review of expenditures, the Committee shall also receive and review annual, independent performance and financial audits as referenced in Section 3.5 below.

3.3 Annual Report and Interim Reports. At least once a year, commencing with the end of the first fiscal year in which any bond proceeds are expended and continuing through the end of the fiscal year in which bond proceeds have been spent in full, the Committee shall annually prepare and approve, by majority vote, a written report (each, an "Annual Report") in accordance with Education Code Section 15280(b), the findings of which shall be summarized by the Chair of the Committee to the Board in public session, which annual written report shall include the following:

(a) A summary of the Committee's proceedings and activities for the preceding year, and

(b) A statement indicating whether the District is in compliance with the requirements of Proposition 39.

The Committee may prepare and present to the Board interim reports at the Committee's discretion from time to time as deemed necessary to fulfill its duties, which shall also be in

writing, approved by a majority vote of the Committee, and shall summarize the proceedings and activities conducted by the Committee.

All reports of the Committee shall be posted on the District's publicly available website.

3.4 Internet Website. All approved minutes, reports, and documents received by the Committee are a matter of public record and shall be posted by the District on its Internet website

3.5 Receive and Review Annual Independent Audits. The District will have third party auditors prepare annual performance and financial audits of bond funds in accordance with Proposition 39. The Committee shall receive and review said audits. Audits shall be provided to the Committee at the same time as submitted to the District Board, and no later than March 31 of each year. Audits shall be posted on the District's website.

3.6 Duties of the Board/Superintendent. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee does not have no jurisdiction over the following types of activities:

(a) Approval of contracts.

(b) Approval of change orders.

(c) Expenditures of bond funds.

(d) Handling of all legal matters.

(e) Identification of projects to be funded with bond proceeds.

(f) Approval of project prioritization, project plans and schedules.

(g) Approval of all deferred maintenance plans.

(h) Approval of the sale of bonds.

3.7 Oversight of Bond Measure Projects Only. In recognition of the fact that the Committee is charged with reviewing and reporting on the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for the following:

(a) Projects financed through the State of California, developer fees, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property, without bond proceeds, shall be outside the scope of oversight of the Committee.

(b) The establishment of priorities and order of construction for bond projects, which shall be made by the Board in its sole discretion.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.

(e) The selection of independent audit firm(s), performance and financial audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Proposition 39.

Section 4.0 AUTHORIZED ACTIVITIES

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following activities pursuant to Education Code Section 15278(c):

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Proposition 39.

(b) Inspect all school site facilities and grounds where bond proceeds have been or will be expended, to ensure that bond revenues are expended in compliance with the requirements of Proposition 39; provided, however, that any access to sites and grounds shall be pre-arranged and coordinated with District staff.

(c) Receive and review copies of any deferred maintenance proposals or plans developed by the District.

(d) Review and provide recommendations regarding the District's efforts to maximize bond proceeds by implementing cost-saving measures, including, but not limited to: (1) mechanisms designed to reduce costs of professional fees; (2) mechanisms designed to reduce the costs of site preparation; (3) recommendations regarding the joint use of core facilities; (4) mechanisms designed to reduce costs by incorporating efficiencies in schoolsite design; (5) recommendations regarding the use of cost-effective and efficient reusable facility plans.

4.2 If there are existing public records or documents the Committee has not received but believes are needed to discharge its duties, any requests shall be made to District staff in writing by the Chair on behalf of the Committee.

Sec. 5.0 MEMBERSHIP

5.1. Number. The Committee shall consist of at least seven (7) members appointed by the Board upon the recommendation of the Superintendent from a list of candidates submitting written applications to the Office of the Superintendent following the posting of notice of a vacancy on the Committee on the District's web site. The Board may, but is not required to, appoint more than seven members to the Committee.

Pursuant to Education Code section 15282, membership of the Committee shall consist of:

(1) one member who is active in a business organization representing the business community located within the District (e.g. the Chamber of Commerce);
(2) one member active in a senior citizens' organization (e.g. a local senior center);
(3) one member who is active in a bona fide taxpayers' organization;
(4) one member who is the parent or guardian of a child enrolled in the District;
(5) one member who is both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization in the District; and
(6) two (2) or more members of the community-at-large.

5.2. Qualification Standards.

(a) To be a qualified person, he or she must:

(1) be at least 18 years of age and a resident of the state in accordance with Government Code section 1020;
(2) not be an employee or officer of the District, or a member of their immediate family as defined in the Political Reform Act, Government Code section 82029, and 2 California Code of Regulations section 18229.
(3) not be a vendor, contractor, or consultant of the District, or a member of the immediate family of any one of the proceeding. (See, definition of "immediate family," above.)
(4) Agree to abide by the ethics requirement described in Section 5.6.

The District may give preference to applicants which reside within District boundaries.

(b) If a member fails to meet the qualification standards set forth above at any time during the term of service, the member shall be disqualified and the position shall be declared vacant. The Board shall appoint a new person to serve the remainder of the term, in accordance with the appointment process set forth in Section 5.5 below.

5.3. Alternates. A maximum of three (3) alternate members ("Alternates") may be appointed by the Board in the same manner as Committee members in order to be prepared to serve in the event of an unexpected vacancy on the Committee. Alternates are non-voting participants in the processes of the Committee. While serving as an Alternate, Alternates shall comply with the ethics and conflicts of interest requirements set forth in Section 5.6, comply with the Committee Ethics Policy, and open meeting laws as set forth in Section 6.3. The Board will consider Alternates when vacancies occur on the Committee, but reserves the right to seek new Committee members from outside of the pool of Alternates. Such consideration is subject to the Alternate having a completed application on file, being qualified and/or nominated within the category listed in Section 5.1(a) that corresponds with the vacancy, and meeting the Qualification Standards set forth in Section 5. 2.

5.4. Ex-Officio Members. The Board may appoint up to five (5) Ex-Officio members ("Ex-Officio Members") to the Committee. An Ex-Officio Member shall be a representative of a major group of stakeholders, as identified by the Board. Ex-Officio Members are non-voting participants, but will serve as process observers who can provide input that may be beneficial to the Committee's discussions or deliberations. Ex-Officio Members are entitled to receive all documentation accorded Committee members or Alternates, and to participate in any school facilities visits, inspections and/or observations which may occur. Ex-Officio Members shall comply with the ethics and conflicts of interest requirements set forth in Section 5.6, comply with the Committee Ethics Policy, and open meeting laws as set forth in Section 6.3. Ex-Officio Members shall not be an employee, official, vendor, contractor or consultant of the District.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District shall notify the public through its customary forums that it is accepting applications for Committee members, which may include posting at school sites, advertising in the local newspapers, and/or posting notice on the District's website or other social media forums, as well as the solicitation of local groups for applications; (b) applications shall be made available at the District office and/or through the District's web site; (c) the Superintendent will review the applications which have been submitted by the stated deadline; and (d) the Superintendent will make recommendations to the Board with respect to appointment. Appointments shall be made by the Board upon approval by majority vote at an open meeting. Appointments shall be recorded in the Board minutes.

5.6 Ethics; Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*) and with the Committee Ethics Policy attached as Attachment A to these Bylaws. The Board may require the filing of Form 700 as required of all "designated employees" of the District.

5.7 Term. Except as otherwise provided herein, each member shall serve a term of three years, commencing on the date of the first meeting of the Committee. No member may serve more than three consecutive terms. This limitation shall not prevent a former Committee member whose term has expired from serving again following at least a six-month period from such expiration.

5.8 Removal; Vacancy. The Board may remove any Committee member for cause, including, but not limited to, the failure to possess or maintain the qualifications necessary to serve in any specified category of Committee member, failure to attend three consecutive Regular Committee meetings, or for failure to comply with these Board Bylaws or the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the appointment process set forth in Section 5.3 shall fill any vacancies on the Committee.

In the event the District is unable to appoint members meeting the criteria listed in Section 5.1, the Committee may proceed with to meet and discharge its duties, with one or more vacancies, provided that at the meeting there is a quorum of appointed members.

5.9 Compensation. The Committee members shall not be compensated for their services.

5.10 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; and (b) individual members of the Committee retain the right to address the Board as an individual or, on behalf of the Committee if said member has been authorized to do so by a majority vote of the Committee.

Sec. 6.0 MEETINGS OF THE COMMITTEE

6.1 Regular Meetings. The Committee shall meet at least once a year pursuant to the requirements of Proposition 39, or, more frequently as the Committee deems is necessary to discharge its legal review and reporting duty, but not more frequently than quarterly. At the end of each meeting, the Committee shall identify the next approximate meeting date, taking into consideration guidance from District staff regarding bond project timelines and meaningful projected expenditure dates.

6.2 Location. All meetings shall be held at the District Office at 1900 W. Olive Avenue, Burbank, CA 91506 or at any designated location within the legal boundaries of the District.

6.3 Procedures. All meetings shall be open and public in accordance with the Ralph M. Brown Act, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such procedural rules as the Committee may adopt. The Committee's rules with respect to public speakers shall be consistent with those of the Board relating to public speakers.

(See, Board Bylaw 9323). A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

Sec. 7.0 DISTRICT SUPPORT

7.1 The District shall, without expending bond funds, provide the Committee with any necessary technical assistance and shall provide administrative assistance in furtherance of its purpose and sufficient resources to publicize the conclusions of the Committee. The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas, minutes and reports; and

(d) retention of all Committee records, and providing public access to such records.

7.2 Copies of Bond Audits. Pursuant to Education Code Section 15286, the District shall submit a copy of its annual bond financial audit and performance audit, prepared each fiscal year in which bond proceeds have been expended, to the Committee at the same time such audits are submitted to the Board, and in any event no later than March 31 of each year. In addition, pursuant to Education Code Section 15280(a)(2), if findings, recommendations or concerns are identified in such audits, within three months of receiving the audits, the District shall provide the Committee with responses to such findings.

7.3 A member of District staff shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

Sec. 8.0 REPORTS

In addition to the Annual Report required in Section 3.3, the Committee may report to the Board from time to time in order to inform the Board on the activities of the Committee. Such report shall be in writing and at a minimum shall summarize the proceedings and activities conducted by the Committee. All written reports shall be made publicly available on the District's internet web site.

Sec. 9.0 OFFICERS

The Committee shall elect a Chair, a Vice-Chair who shall act as chair only when the chair is absent, and a Clerk which positions shall continue for two (2) year terms. No person

shall serve as Chair for more than two consecutive terms. The officers of the Committee may be removed by majority vote of the Committee members as defined in Section 5.1, above.

Sec.10. AMENDMENT OF BYLAWS

The Board may amend these Bylaws from time to time by majority vote and may seek input from the Committee.

Sec. 11.0 TERMINATION

The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of the bond funds for which is has been assigned oversight duties.

ATTACHMENT A

ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- CONFLICT OF INTEREST. A Committee member shall not make or attempt to influence a District decision relating to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the Committee member's outside employment, business, or personal finances or benefit an immediate family member, such as a dependent, a spouse, a child or a domestic partner.

- OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter, however limited by the Board's Bylaws relating to the Committee, to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interests of a person with whom the member has or had an agreement concerning past, current or future employment, or remuneration of any kind. For a period of three (3) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of three (3) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Burbank Unified School District.

- COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interests of the member.

Measure ABC Bond Program Update

Citizens' Oversight Committee

Summer 2026 Program Update

August 12, 2026

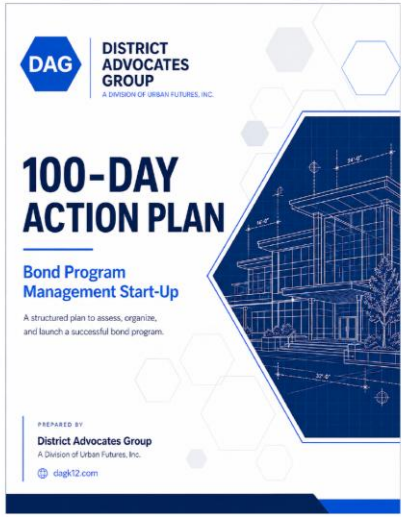
Program Update:

1. DAG engagement and 100-Day Plan
2. Summer work update

DISTRICT ADVOCATES GROUP
A DIVISION OF URBAN FUTURES, INC.

District Advocates Groug Engagement & 100-Day Plan

DAG engagement began July 1, 2026, with the immediate focus on organizing the Measure ABC program, clarifying roles, and establishing a practical framework for program delivery.



Days 1–30

Program assessment, project inventory, document collection, governance, and immediate stabilization.

→

Days 31–60

Budget, schedule, procurement, and reporting alignment; confirm information needed to guide decisions.

→

Days 61–100

Implementation roadmap, project controls, communication routines, and program recommendations.

*** The 100-Day Plan is a framework for collaboration and information gathering—not a rigid schedule.**

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Summer Work Update — Completed / In Construction

Summary of summer construction activity. For projects in construction, the table reflects estimated or actual completion dates only.

Summer Work Update

Project	Category	Current Status	Completion Date
Walt Disney ES Roofing	Work Completed	Completed	Aug. 4, 2026
Service Center Roofing	Work Completed	Punch / Closeout	July 31, 2026
Dolores Huerta MS Roofing	Work Completed	Punch / Closeout	Aug. 8, 2026
Burbank Adult School Roofing	Work Completed	Punch / Closeout	Aug. 15, 2026
Roosevelt ES Roofing	Work Completed	Punch / Closeout	Aug. 11, 2026

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Summer Work Update — Completed / In Construction (Cont.)

Summary of summer construction activity. For projects in construction, the table reflects estimated or actual completion dates only.

Summer Work Update

Project	Category	Current Status	Completion Date
Providencia ES Roofing	Work Completed	Completed	Aug. 11, 2026
Bret Harte Roofing	Work Completed	Completed	Aug. 11, 2026
District Office Roofing	Work Completed	Completed	July 1, 2026
Edison ES Roofing	Work Completed	Completed	Aug. 11, 2026
Burroughs HS Turf Replacement	Work in Construction	Construction	Aug. 26, 2026

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Summer Work Update — Work in Design

Summary of active design work and estimated construction start dates.

Work in Design

Project	Current Design Phase	Estimated Construction Start	Project Budget
Jefferson ES Site Improvements	Agency Review / Bid Preparation	Oct. 12, 2026	$5,500,000
Bret Harte Secure Entry Improvements & Play Equipment	Construction Documents	Feb. 8, 2027	$2,500,000
Edison ES – Secure Entry Improvements & Play Equipment	Design Development	May 31, 2027	$6,000,000
Burbank Softball Field	Design Development	May 7, 2027	$12,000,000
Emerson ES Secure Entry Improvements & Play Equipment	Schematic Design	Oct. 27, 2027	$8,000,000
Washington ES Secure Entry Improv. & Play Equipment	Design Development	Nov. 25, 2027	$4,000,000

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Summer Work Update — Work in Design (Cont.)

Summary of active design work and estimated construction start dates.

Work in Design

Project	Current Design Phase	Estimated Construction Start	Project Budget
Burbank Adult School – Storm Drain & landscape Improvements	Design Development	Jan. 2027	$1,293,620
Burroughs HS – Softball Field & Parking Structure	Schematic Design	Feb. 2, 2028	$24,672,000
Burbank HS – Storage Building & Bleachers	Design Revisions	TBD	TBD

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Summer Work Update — Project Development

Summary of active design work and estimated construction start dates.

Work in Design

Project	Current Design Phase	Estimated Construction Start	Project Budget
Walt Disney ES – Solar Structures	Architectural Selection	TBD	$2,000,000
Muir MS – Water Line Replacement	Bidding	TBD	$100,000
Various Sites – Project Certifications	Project Development	TBD	$100,000
HVAC Assessments - Various Sites	Programming	TBD	TBD
Elevator Assessments - Various Sites	Programming	TBD	TBD
Wheelchair Lift Assessments - Various Sites	Programming	TBD	TBD

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Summer Work Update — Project Development (Cont.)

Summary of active design work and estimated construction start dates.

Work in Design

Project	Current Design Phase	Estimated Construction Start	Project Budget
Burroughs HS – Pool Renovations	Programming	TBD	$260,000
Burrough HS & Burbank HS – Emergency Management Systems	Programming	TBD	$878,000

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Citizens' Oversight Committee

Questions?



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