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 regarding the Bylaws revision from the attorney at this time. Ms. Morris reported 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 committee's 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 2026-27 MEETINGS – The Committee is proposing a change in Bylaws to make meetings quarterly instead of monthly. The June 3 meeting is the last day currently scheduled, There is a need to meet in July/August 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 basis from inception to the date 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 District's 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, and it will be fully funded by the bond. He clarified that while the bond language does state no salaries, legal counsel has advised that the language does state not to allow teachers or school administrators to be paid out of bond funds. Split funded positions will have personal activity reports (PAR) to annotate actual work for bond versus general fund tasks.

10. ALTERNATE COMMENTS – They echoed previous comments made by the Committee members 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.