BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

REGULAR MEETING

Thursday, March 19, 2020

6:00 p.m. - Closed Session
7:00 p.m. - Public Session

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

The entire agenda packet is available for review online at www.burbankusd.org; at the District Office Building, Superintendent's Office, 1900 W. Olive Ave., Burbank, 91506; and at the Reference Desk in all Burbank City Libraries at: 110 N. Glenoaks, Burbank, 91502; 300 N. Buena Vista, Burbank, 91505; and 3323 W. Victory Blvd., Burbank, 91505.

1. CALL TO ORDER

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications
An individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than five (5) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The Superintendent may refer the matter to the proper department for review.

2.b Staff Responses

2.c Board Members' Comments and Responses

3. CLOSED SESSION
The Board will meet in Closed Session for the purpose of the following:

3.a Conference with Labor Negotiator, Pursuant to Government Code §54957.6
Agency Negotiator: Sarah Niemann
Employee Organization: Burbank Teachers Association (BTA)

Any individual with a disability who requires reasonable accommodation to participate in a Board meeting may request assistance by contacting the Superintendent's Office at (818) 729-4422.

3.b Conference with Labor Negotiator, Pursuant to Government Code §54957.6
Agency Negotiator: Sarah Niemann
Employee Organization: California School Employees Association (CSEA) Chapter 674

3.c Public Employee Discipline/Dismissal/Release Pursuant to Government Code §54957

3.d Public Employee Performance Evaluation Pursuant to Government Code §54957
Title: Superintendent of Schools

3.e Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 960020990 and 960027933

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE
When the Board of Education reconvenes in Public Session, the Board may make any required disclosures regarding actions taken in Closed Session or adopt any appropriate resolutions concerning these matters.

5. REPORTING ON CLOSED SESSION

6. ADJUSTMENTS TO THE AGENDA
The Board President will announce any requests for adjustments to the meeting agenda.

7. ITEMS FOR FUTURE AGENDAS

8. PRESENTATIONS / RECOGNITIONS

8.a Recognition of John Burroughs High School Drama Students
John Paramo, Assistant Superintendent, Educational Services, will facilitate the recognition and introduce Guy Meyers, Drama Teacher, John Burroughs High School, who will introduce the John Burroughs High School students who were awarded for their production of The Curious Incident of the Dog in the Night-Time at the California Educational Theatre Association's Festival.

8.b Recognition of Ed100 Online Education Program Graduates
Armond Aghakhanian, President, Board of Education, will facilitate the recognition of the graduates of the Ed100 online education program.

9. REPORTS FROM THE BOARD

9.a Student Representatives
Mario Cordero, MHS; Sarkis TerPetrossyan, BHS; and Maddie Medina, JBHS; will report on activities at their respective schools.

10. REQUESTS TO ADDRESS THE BOARD

10.a Public Communications
An individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than five (5) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The Superintendent may refer the matter to the proper department for review.

10.b Staff Responses

10.c Board Members' Comments and Responses

11. REPORTS TO THE BOARD

11.a Superintendent's Comments
Matt Hill, Superintendent, will comment on items of interest to the Board of Education and community.

11.b Report on Status of the Burbank Unified School District's Child Development Program
Peter Knapik, Director of Elementary Education, will introduce Stephanie Fields, Coordinator, Child Development Programs, who will report on the status of the Burbank Unified School District's Child Development Program, as presented.

Child Development Programs 031920.pdf

11.c Report on the Developer Fee Justification Study
Debbie Kukta, Assistant Superintendent, Administrative Services, will introduce Doug Floyd of Koppel & Gruber Public Finance, who will present the developer fee justification study, as presented.

Developer Fee Study Report.pdf

11.d First Reading of Proposed Revision of Selected Board Policies and Administrative Regulations

Matt Hill, Superintendent, will facilitate the Board's first reading of the proposed revision of selected Board Policies and Administrative Regulations from the California School Boards Association (CSBA) – Governance and Management Using Technology (GAMUT), as presented.

Policy Updates_ Dec 2019_1st Read_031920.pdf

11.e Announcement of the Expiration of Terms of Office on the School Facilities Oversight Committee (SFOC)
Matt Hill, Superintendent, will report on the expiration of four (4) terms on the SFOC, and announce that the application period to fill the vacancies will be March 13 through April 1, 2020, as presented.

Announcement of Expiration of Terms of Office_SFOC_031920.pdf

11.f Report on Facilities and Technology Projects
Debbie Kukta, Assistant Superintendent, Administrative Services, will report on Facilities and Technology Projects, as listed on the Consent Agenda, as presented.

3-19-2020 Facilities and Technology PP.pptx

12. PUBLIC HEARING - Approximately 7:30 p.m.

12.a Public Hearing of Intent to Raise School Facilities (Developer) Fees
The Board of Education will conduct a public hearing to receive input from any interested parties on its intent to raise school facilities (developer) fees consistent with the amounts set by the State Allocation Board and the results of the developer fee study which has been made available for public review prior to the Board meeting, per the requirements of law, as presented.

Developer Fees - Notice of Public Hearing.pdf

13. NEW AND/OR UNFINISHED BUSINESS

13.a Adoption of Resolution 30 - Proclaiming April 2020 as Autism Awareness Month
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education adopt Resolution 30 Proclaiming April 2020 as Autism Awareness Month, as presented.

SPED Autism Awareness Month Report March 2020.pdf

13.b Adoption of Resolution 31 - Proclaiming April 2020 as the Burbank Unified School District's Genocide Remembrance Month
Matt Hill, Superintendent, recommends that the Board of Education adopt Resolution 31 – Proclaiming April 2020 as the Burbank Unified School District's Genocide Remembrance Month, as presented.

Adoption of Resolution 31_Genocide Remembrance_031920.pdf

13.c Adoption of Resolution 32– Proclaiming April 26 – May 3, 2020 as the Burbank Unified School 4

District's Days of Holocaust Remembrance
John M. Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 32 – Proclaiming April 26 – May 3, 2020 as the Burbank Unified School District's Days of Holocaust Remembrance, as presented.

Holocaust_Board_Report Resolution 32.pdf

13.d Adoption of Resolution 33 – Protecting Our Children from Preventable Gun Violence
Matt Hill, Superintendent, recommends that the Board of Education adopt Resolution 33 – Protecting Our Children from Preventable Gun Violence, as presented.

Adoption of Resolution 33_Preventable Gun Violence_031920.pdf

13.e Adoption of Resolution 34 - Increasing School Facilities (Developer) Fees
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 34, increasing school facilities (developer) fees, per Senate Bill 50, 1998 (Education Sections 17620) and Government Code Section 65995, and that authority to sign the resolution be exercised pursuant to BUSD—AR 3314, as presented.

Resolution 34 - Developer Fees .pdf

13.f Approval of Second Interim Report for 2019-2020 Fiscal Year
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve a positive certification of the Second Interim Report for the 2019-2020 fiscal year, as presented.

Second Interim 2019-20.pdf

13.g Approval of the Fiscal Stabilization Plan Required by Los Angeles County Office of Education (LACOE) Based on the First Interim Reporting
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the Fiscal Stabilization Plan, as presented.

Fiscal Stabilization Plan.pdf

13.h Approval of Increase of Breakfast and Lunch Meal Prices for all Schools
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the breakfast and lunch meal price increases for the 2020-2021 school year, as presented.

Food Service - Meal Price Increases 2020-21.pdf

13.i Approval of Lease Agreement with Insight Financial Services for Lightspeed Relay Content Filtering, District-wide (General Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the lease agreement between Burbank Unified School District and Insight Financial Services to provide Lightspeed Relay Content Filtering, not to exceed $72,896.88 (01.0-00000.0-00000-72000-5840-7401000) (General Fund), effective March 20, 2020 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Approval_Lease Agreement_Insight_Lightspeed_031920.pdf

13.j Approval of Lease Agreement with Blue Street Capital for Sophos Endpoint Protection (General Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the lease agreement between Burbank Unified School District, Blue Street Capital and Softchoice to provide Sophos Endpoint Protection, not to exceed $57,995 (01.0-00000.0-00000-77000-5840-7732000) (General Fund), effective March 20, 2020 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Approval_Lease Agreement_Blue Street_Sophos_031920.pdf

13.k Adoption of the Proposed 2020-2021 Instructional Calendar for Monterey High School
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt the proposed 2020-2021 Instructional Calendar for Monterey High School, as presented.

Calendar-Monterey 2020-2021.pdf

13.l Adoption of Resolution 35 for the Elimination or Reduction of Services for Classified Positions
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 35 for the Elimination or Reduction of Services for Classified positions, as presented.

Resolution 35 - Reduction in Force.pdf

13.m Acceptance of Gifts
Matt Hill, Superintendent, recommends that the Board of Education take formal action accepting the following gifts to the District, and that the Board President convey appreciation to the donors, as presented.

Gift Report_031920.pdf

14. CONSENT AGENDA
All items on the Consent Agenda are considered by the Superintendent to be of a routine nature and are acted on with one motion. Any recommendation may be removed from the Consent Agenda at the request of any Board member and acted on separately.

14.a Action on Final Settlement Agreement (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960027933, for a total net to exceed $25,500 (01.0-65000.0-50010-36000-5813-7440000), effective February 14, 2020 through December 31, 2020 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027933_Settlement Agreement.pdf

14.b Action on Final Settlement Agreement (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student

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960020990, for a total net to exceed $12,000 (01.0-65000.0-50010-36000-5813-7440000), effective March 4, 2020 through June 30, 2020 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960020990_Settlement Agreement.pdf

14.c Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Meeting of March 5 , 2020, as presented.

Minutes.03.05.20.pdf

14.d Approval of Personnel Report Number 19-20-15
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 19-20-15, covering Certificated and Classified personnel, and consisting of Pages 1 to 13 inclusive, as presented.

Personnel Report.pdf

14.e 2019-2020 Purchase Order Report
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2019-2020 as listed through February 14, 2020, as presented.

2019-2020 Purchase Order Report.pdf

14.f Approval of Warrants
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of $17,748.53 commercial warrants in the total amount of $470,279.86, as presented.

Warrants.pdf

14.g Ratification and Approval of Instructional Consultant Services
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify and approve the instructional consultant services for the purpose of on-site student learning support and staff development, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Approval of Instructional Consultants_Redacted.pdf

14.h Ratification and Approval of Non-Instructional Consultant Services
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify and approve the non-instructional consultant services for the purpose of supporting the school and/or District goals, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Approval of NON Instructional Consultants_Redacted.pdf

14.i Approval of Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the

Board of Education approve an agreement between the Burbank Unified School District and Stages4U, to provide Recreational Therapy for Special Education Student 960023540, not to exceed $7,200 (01.0-65000.0-57700-11900-5850-7440000), effective March 20, 2020 through March 31, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960023540_Stages4U.pdf

14.j Approval of Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Rita Eichenstein, Ph.D., to provide an Independent Neuro-Psychological Evaluation (IEE) and attend an IEP meeting for Special Education Student 960018286, not to exceed $7,200 (01.0-65000.0-57700-11900-5850-7440000), effective April 20, 2020 through October 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960018286_Eichenstein_IEE.pdf

14.k Ratification of Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Nancy A. Blum, Ph.D., to provide an Independent Psychological-Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960031425, not to exceed $6,000 (01.0-65000.0-57700-11900-5850-7440000), effective February 24, 2020 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960031425_Blum_IEE.pdf

14.l Ratification of Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Burbank Optometric Center, to provide vision therapy for Special Education Student 960020990, not to exceed $7,000 (01.0-65000.0-57700-11900-5850-7440000), effective February 20, 2020 through November 25, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960020990_Burbank Optometric.pdf

14.m Ratification of Reimbursement for Parent Transportation (Special Education)
Tamara Schiern, Director of Special Education and Psychological Services, recommends that the Board of Education ratify the travel reimbursement to the parent(s) of Special Education Student 960009861, to cover two round trip visits, not to exceed $2,400 (01.0-65000.0-50010-36000-5813-7440000), effective February 24, 2020 and February 24, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960009861_Parent Reimbursement.pdf

14.n Approval of Award of Contract to Selected Vendor for RFP 1920-024, E-Rate Technology Network Electronics (Bond Funds)

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract to Selected Vendor for RFP 1920-024, Technology Network Electronics, (21.3-00000.0-93000-85000-6249-7730000) (Bond Funds), effective March 20, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval_AOC_RFP Network Electronics_031920.pdf

14.o Approval of Award of Contract to Selected Vendor for RFP 1920-023, E-Rate Technology Network Firewall (Bond Funds)

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract to Selected Vendor for RFP 1920-023, Technology Network Firewall, (21.3-00000.0-93000-85000-6249-7730000) (Bond Funds), effective March 20, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval_AOC_RFP Network Firewall_031920.pdf

14.p Approval of Verification of Requirements for a Provisional Internship Permit with the State of California Commission on Teacher Credentialing

Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the Verification of Requirements for a Provisional Internship Permit between the Burbank Unified School District and the State of California Commission on Teacher Credentialing, to fill an immediate staffing need, effective March 30, 2020 through March 30, 2021, and that authority to sign the Verification of Requirements for the Provisional Internship Permit be exercised pursuant to BUSD – AR 3314, as presented.

PIP.pdf

15. REQUESTS TO ADDRESS THE BOARD

15.a Public Communications

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15.b Staff Responses

15.c Board Members' Comments and Responses

16. ADJOURNMENT

Burbank Unified School District
Child Development Program

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Director of Elementary Education and Categorical Programs
PREPARED BY:	Stephanie Fields, Coordinator of Child Development
SUBMITTED BY:	Gabriella Platten, Administrative Secretary
DATE:	March 19, 2020
SUBJECT:	Report on Status of the Burbank Unified School District's Child Development Program

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Background:

For the past five years, the Board of Education has requested an annual update on the status of all programs operated by the District's Child Development Department. The programs include: Horace Mann Children's Center, the California State Pre-school Program (CSPP), the District's General Childcare Program (CCTR), Monterey Infant Center, and the Around the Bell (ATB) program. A review of each of these programs is included in this report.

Discussion/Issues:

Some of the key aspects of this annual update include the following information:

- Horace Mann Children's Center currently serves 116 children (36 infants, 25 toddlers, and 61 pre-school age children) in seven classrooms.
- Monterey currently serves four fee-based infants and two subsidized (CCTR) infants.
- The California State Pre-School Program currently serves 24 State Preschool and 66 general child care children, in four classrooms at Washington and Harte.
- The ATB program is operating at all 11 elementary schools. The ATB serves 196 TK/K students and 449 1st through 5th grade students.
- Although all programs, as a composite group, had a positive income vs. expenditures fiscal year (2014/2015), as has been the case for several years, Horace Mann still operates at an annual loss.

Fiscal Impact:

The information in this update report has no additional fiscal impact on the District's Child Development Program.

Recommendation:

Peter Knapik, Director of Elementary Education, will introduce Stephanie Fields, Coordinator, Child Development Programs, who will report on the status of the Burbank Unified School District's Child Development Program, as presented.

Child Development Program
Financial Issues
Analysis and Recommendations

March 19, 2020

Child Development Department
Elementary Education Department
Instructional Services Division

HORACE MANN CHILDREN'S CENTER

Current Facts

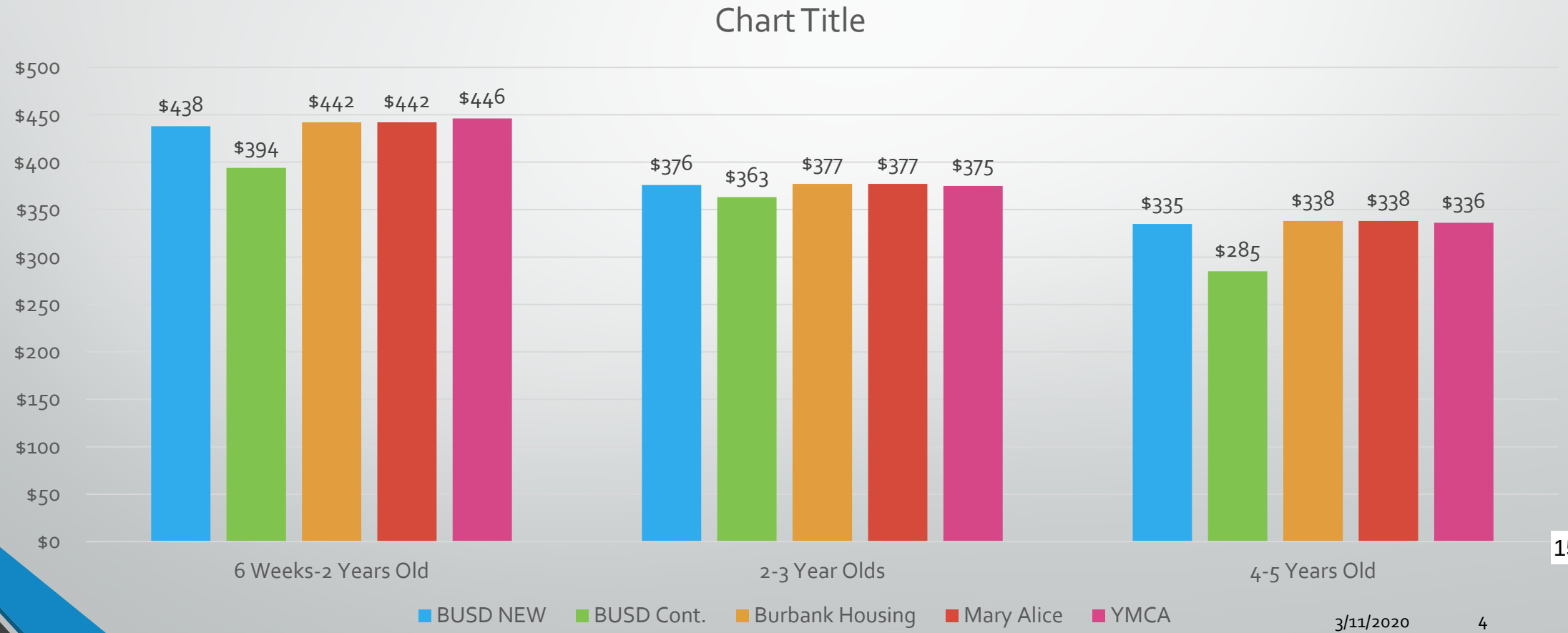
- Seven classrooms (117 enrolled)
  - (1) for 3 mos. to 1 year old
  - (2) for infants 1 year to 2 years old
  - (1) for 2-3 years old
  - (2) for 3-4 years old
  - (1) for 4-5 years old
- Two classrooms used as library and the arts

- Projected total revenue for the program for 2019-20 is $1,804,595
- Projected total expenses for the program for 2019-2020 is $2,368,566
- Projected program projected net loss for 2019-20 is ($563,971)

HORACE MANN CHILDREN'S CENTER

- **Proposed Solutions**
- Increase rates towards market rates for the 2020-21 school year
  - New Families (22+)
  - Continuing Families (79)
  - BUSD Staff Member Families (7)
- Close the infant classroom August 1, 2020 (3 months – 1 year old)
- Continue to review "1 year to 2 year old" classrooms for financial viability
- Include processing fees for credit cards and transaction fees (2.79% and $0.39 cents per transaction)

Comparison of Proposed Weekly Rates for 2020-2021



MONTEREY STATE-SUBSIDIZED and FEE-BASED INFANT – 2 YEAR OLD PROGRAM

Current Facts

- Two subsidized children
- Five fee-based children
- Program revenue $120,777
- Includes current State funding $24,864
- Program operating expenses $135,809
- Net loss ($15,032)

Next Steps

- Add fee-based infants
- Raise fee-based rate 3% ($438)
- Include processing fees for credit cards and transaction fees (2.79% and $0.39 cents per transaction)

Washington State Preschool Program

Current Facts

- One classroom, which serves 24 students; current enrollment is 21
- Projected State revenue for this program is $241,055
- Projected cost of operating this program is $367,325
- Projected program net loss of ($126,270)
- Difference paid by LCAP Supplemental funds

Next Steps

- Add fee-based students
- Use Horace Mann NEW Rates
- Include processing fees for credit cards and transaction fees (2.79% and $0.39 cents per transaction)

SCHOOL AGE PROGRAM- General Child Care

Current Facts

- Three classrooms, which serve 67 students; 1 (in an ATB class at Emerson), 16 (in Room 31 at Harte), 22 (in Room 32 at Harte), 28 (in Room 1 at Washington)
- Projected State revenue for this program, plus parent fees is $576,385 which includes the cost of food
- Projected cost of operating this program is $609,826
- Projected program net loss of ($33,441)
- Difference paid by LCAP Supplemental funds

Next Steps

- Add fee-based students
- Include processing fees for credit cards and transaction fees (2.79% and $0.39 cents per transaction)

AROUND THE BELL (ATB)

Current Facts

- ATB programs located at all elementary sites
- Program hours 7:00 a.m. – 6:00 p.m.
- Current Fees: $110 per week for TK-K
- Current Fees: $80 per week for 1st – 5th grade
- Projected Revenue for this program is $2,606,148
- Projected cost of operating this program is $2,677,832
- Projected program net loss of ($71,684)

Around the Bell Enrollment

Site	TK/JK/K	CCRC	1-5	CCRC	Morning only	Total per site
Disney	16	0	32	0	4	52
Edison	18	0	30	1	0	49
Emerson	21	0	19	2	0	42
Bret Harte	25	0	48	0	0	73
Jefferson	22	0	62	0	0	84
McKinley	17	0	48	1	0	66
Miller	9	0	16	0	0	25
Providencia	9	0	12	0	0	21
Roosevelt	21	0	106	0	1	128
Stevenson	22	0	57	0	0	79
Washington	16	0	10	0	0	26
Overall total	196	0	440	4	5	645

AROUND THE BELL

Solutions:

- Increase weekly fees by 5%
  - TK/K $116 per week
  - Grades 1-5 $84 per week
- Include processing fees for credit card (2.79%) and transaction charges (0.39 cents)
- Need 30 students to make the classroom economically viable
- Consider closing low enrolled programs less than 30 students
- Closed programs would be refer to community child care agencies

Child Development Program Summary

Program	Children Enrolled	Revenue	Expenditure	Loss/Gain
State Preschool Program	24	$241,055	$367,325	($126,270*)
State CC program	66	$576,385	$609,826	($33,441)
Horace Mann CC	117	$1,804,595	$2,368,566	($563,971)
Monterey CC	7	$120,777	$135,809	($15,032)
Around the Bell	646	$2,606,148	$2,677,832	($71,684)
Total	860	$5,348,960	$6,159,358	($810,398)

*Paid by LCAP Supplemental funds

Summary

	Fee Increases	Enrollment
State Child Care Programs	NA	Maximize enrollment Add fee-based students
Horace Mann Preschool	New Families (10% increase) Current (3% increase) BUSD Families (10% increase)	Maximize enrollment Close 3 mos.-1 year old room Monitor 1-2 years old rooms
Monterey	Fee-based children (3% increase)	Maximize enrollment Add fee-based students
Around the Bell	All Families (5% increase) TK/K $116 per week Grades 1-5 $84 per week	Increase ratio from 15:1 to 18:1 Maximize enrollment

Discussion and Questions

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education and Superintendent
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	March 19, 2020
SUBJECT:	Report on the Developer Fee Justification Study

Background:
The State Allocation Board sets the statewide rate for Level I Developer Fees and updates that amount every other year, publishing the new rate in January. In order to collect developer fees, school districts must conduct a study that meets all the requirements of code, make that study available for public review, hold a public hearing and then take action to adopt the fee structure justified in the study. The fees are to be used to finance the construction, reconstruction and modernization of school facilities, and to provide for interim housing.

Discussion/Issues:
The District contracted with Koppel & Gruber Public Finance to perform a Developer Fee Justification Study to determine the appropriateness of increasing current rates to the new statutory rates for collection of Developer Fees. The study is attached.

Fiscal Impact:
$ 8,500

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, will introduce Doug Floyd of Koppel & Gruber Public Finance, who will present the developer fee justification study, as presented.

MUNICIPALITIES | SCHOOL DISTRICTS | CITIES | COUNTIES | PARK & RECREATION | WATER DISTRICTS | MUNICIPALITIES | SCHOOL DISTRICTS | COMMUNITIES



BURBANK UNIFIED SCHOOL DISTRICT
Equity and Excellence

SCHOOL FEE JUSTIFICATION STUDY

MARCH 4, 2020

KOPPEL & GRUBER
PUBLIC FINANCE

334 VIA VERA CRUZ, SUITE 256
SAN MARCOS
CALIFORNIA 92078

T. 760.510.0290
F. 760.510.0288

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APPENDIX D – DISTRICT-WIDE STUDENT GENERATION RATES

EXECUTIVE SUMMARY

Education Code Section 17620 authorizes the governing board of a school district to levy school fees to offset the impacts to school facilities from new residential and commercial/industrial construction and reconstruction. In order to levy Level I fees (statutory fees), a school district must prepare and adopt a school fee justification study pursuant to the provisions of Education Code Section 17620 and Sections 65995 and 66001 of the Government Code. The school fee justification study serves as the basis for justifying the levy of Level I fees and presents and documents the nexus findings required by State law.

This School Fee Justification Study ("Study") has been prepared for the Burbank Unified School District ("School District") to demonstrate the relationship between new residential and commercial/industrial development and the School District's need for the construction of school facilities, the cost of the school facilities, modernization of existing school facilities, and the per square foot amount of Level I fees ("School Fees") that may be levied by the School District on residential and commercial/industrial development in accordance with applicable law.

The maximum School Fees authorized by Education Code Section 17620 are currently $4.08 per square foot for residential construction/reconstruction and $0.66 per square foot for commercial/industrial construction. The State Allocation Board ("SAB") reviews and may adjust the maximum authorized School Fees every January in even-numbered years. Based on the findings presented in this Study, the School District is justified in collecting the amount equal to the maximum authorized Level I school fees or $4.08 per square foot for residential construction/reconstruction and the maximum authorized or $0.66 per square foot for categories of commercial/industrial development, except for new construction classified as Rental Self-Storage. The findings are summarized below:

RESIDENTIAL DEVELOPMENT

New residential development in the School District is projected over the next ten (10) years. Based on School District-wide student generation rates and the projected development of residential dwelling units within the School District, such development will generate an estimated 664 new students over the next ten (10) years. An analysis of the School District's existing permanent facilities capacity and enrollment demonstrates the projected student enrollment does not support the need for the acquisition of new school sites or the construction of additional school campuses. The analysis does support expansion at the elementary school level. Additionally, the School District's existing facilities are in need of modernization/re-construction and those facilities are deemed inadequate for the long-term housing of both existing students and students generated from future residential development. The school facilities cost impact per residential square foot attributable to students generated from new residential construction as determined in this Study is shown in the following table.

The cost impacts per square foot shown in Table E-1 exceeds the current maximum authorized residential School Fee of $4.08, therefore, the School District is reasonably justified in levying

the Level I school fees in an amount up to but not exceeding $4.08 per square for residential development ("Applicable Residential School Fee").

TABLE E-1
RESIDENTIAL SCHOOL FACILITIES COST IMPACTS/APPLICABLE SCHOOL FEE

DESCRIPTION	IMPACT PER SQUARE FOOT	MAXIMUM APPLICABLE SCHOOL FEE PER SQUARE FOOT
Residential Construction	$4.30	**$4.08**

COMMERCIAL/INDUSTRIAL DEVELOPMENT

As commercial/industrial properties develop new jobs are created. Many of the employees working at the new jobs will move into the School District boundaries, thereby increasing the need for new residential development and further impacting the School District's facilities. School Fees may be imposed on commercial/industrial development if the school fees collected on residential development are insufficient to provide adequate school facilities for students generated as a result of new development and nexus findings are presented that justify the imposition of the commercial/industrial school fee.

Section 17621(e)(1)(B) of the Education Code requires that the Study determine the impact of the increased number of employees anticipated to result from commercial/industrial development upon the cost of providing school facilities within the School District. This code section further adds that employee generation estimates shall be based on the applicable employee generation estimates set forth in the January 1990 edition of "San Diego Traffic Generator Study" ("Traffic Study"), a report by San Diego Association of Governments ("SANDAG"). The school facilities cost impacts per commercial/industrial square foot as determined in this Study are shown in Table E-2 by commercial/industrial land use type (each commercial/industrial category is further described in Appendix "A"). The cost impacts per square foot for each category of commercial/industrial development are equal to or exceed the maximum authorized School Fee of $0.66 per square foot, except for Rental Self-Storage g) development. Therefore, except for previously listed commercial/industrial categories, the School District is justified in levying commercial/industrial School Fees on new commercial/industrial development in an amount up to but not exceeding the maximum authorized School Fee of $0.66 per square foot ("Applicable Com/Ind. School Fees"). The Applicable Com/Ind. School Fees may be imposed on new commercial/industrial construction or reconstruction classified as Rental Self-Storage up to the respective net cost impacts per square foot determined herein.

TABLE E-2
COMMERCIAL/INDUSTRIAL SCHOOL FACILITIES COST IMPACTS/APPLICABLE SCHOOL FEES

COMMERCIAL/INDUSTRIAL CATEGORY	IMPACT PER SQUARE FOOT	MAXIMUM APPLICABLE SCHOOL FEE PER SQUARE FOOT
Banks	$1.65	**$0.66**
Community Shopping Center	$0.90	**$0.66**
Neighborhood Shopping Center	$1.64	**$0.66**
Industrial Business Parks	$2.05	**$0.66**
Industrial Parks/ Warehousing/ Manufacturing	$0.79	**$0.66**
Rental Self-Storage	$0.04	**$0.04**
Research & Development	$1.78	**$0.66**
Hospitality (Lodging)	$0.66	**$0.66**
Commercial Offices (Standard)	$2.80	**$0.66**
Commercial Offices (Large High Rise)	$2.66	**$0.66**
Corporate Offices	$1.57	**$0.66**
Medical Offices	$2.50	**$0.66**

SECTION I. INTRODUCTION

A. PURPOSE OF THE STUDY

The purpose of this Study is to determine if a reasonable relationship exists between new residential and commercial/industrial development and the School District's need for the construction and/or reconstruction of school facilities. The findings presented in this Study have been made pursuant to and in compliance with Education Code Section 17620 and Government Code Section 66001 *et seq*. and serve as a basis for determining such a relationship.

B. GENERAL DESCRIPTION OF THE SCHOOL DISTRICT

The School District serves the City of Burbank ("City") area within the County of Los Angeles ("County") and educates a total student population of 15,336 as of October 2019 transitional kindergarten (TK) through twelfth grade students. The School District currently operates eleven (11) elementary schools, three (3) middle schools, three (3) high schools, one (1) adult school and two (2) alternative education schools.

SECTION II. LEGISLATION AND LEGAL REQUIREMENTS

This section discusses the legislative history of the Level I Fee.

A. LEGISLATIVE HISTORY

Assembly Bill ("AB") 2926 enacted by the State in 1986, also known as the "1986 School Facilities Legislation" granted school districts the right to levy fees in order to offset the impacts to school facilities from new residential and commercial development. Originally set forth in Sections 53080 and 65995 of the Government Code, AB 2926 authorized statutory school fees to be levied, commencing January 1, 1987, in the amount of $1.50 per square foot of new residential assessable space and $0.25 per square foot of enclosed commercial or industrial assessable space. AB 2926 also provided for an annual increase of the statutory fees based on the Statewide cost index for Class B construction, as determined by the SAB. The provisions of AB 2926 have since been amended and expanded.

AB 1600 was enacted by the State legislature in 1987 and created Government Code Sections 66000 et seq. These sections require a public agency to satisfy the following requirements when establishing, increasing or imposing a fee as a condition of approval for a development project:

AB 181, enacted in 1989, established new requirements for school districts levying school fees and also re-codified Government Code Section 53080 et seq. as Education Code Section 17620 et seq. The additional provisions established by AB 181 imposed more stringent nexus requirements which must be satisfied by school districts prior to levying school fees, especially with respect to commercial/industrial school fees. Additionally, AB 181 provided that the maximum school fees for residential and commercial/industrial development be subject to an increase every two (2) years rather than annually.

In 1998, Governor Wilson signed into law Senate Bill 50 ("SB 50"), the Leroy F. Greene School Facilities Act of 1998, which reformed State's School Building Program and developer school fee legislation. A significant provision of SB 50 provides school districts the option of adopting alternative school fees (also known as Level II and Level III fees) in excess of the Level I fee upon meeting certain requirements. SB 50 also placed a $9.2 billion State Bond measure on the November 3, 1998 ballot (Proposition 1A). With the passage of Proposition 1A in November 1998, SB 50 became operative.

SB 50 also limited the power of cities and counties to require mitigation of school facilities impacts as a condition of approving new development and suspended the court cases known as Mira-Hart-Murrieta. The Mira-Hart-Murrieta cases previously permitted school districts to collect mitigation fees in excess of school fees under certain circumstances.

On November 5, 2002, California voters passed Proposition 47, which authorized the issuance of $13.05 billion in State bonds and also enacted AB 16, which provided for additional reformation of the School Building Program. AB 16, among other items,

clarified that if the SAB is no longer approving apportionments for new construction due to the lack of funds available for new school facilities construction, a school district may increase its Level II Fee to the Level III Fee. With the issuance of the State bonds authorized by the passage of Proposition 47, this section of AB 16 became inoperable.

In addition, Proposition 55 was approved on March 2, 2004, which authorized the sale of $12.3 billion in State bonds. Furthermore, California voters approved Proposition 1D in the general election held on November 7, 2006. Proposition 1D authorized the issuance of $10.4 billion in State bonds.

Most recently, California voters approved Proposition 51 (the California Public School Facility Bonds Initiative) in the general election held on November 8, 2016, authorizing the issuance of $9 billion in bonds to fund the improvement and construction of school facilities for K-12 schools and community colleges.

B. CURRENT PROPOSED LEGISLATION

California Proposition 13, the School and College Facilities bond, was proposed by Assembly Bill 48, and is on the March 3, 2020 ballot ("Proposition 13 (2020)"). Proposition 13 (2020) would authorize $15 billion in bonds for school and college facilities, including $9 billion for preschool and K-12 schools, $4 billion for universities and $2 billion for community colleges. In addition, this law proposes several amendments to the Leroy F. Greene School Facilities Act of 1998 and under chapters 4.95 and 4.97 of the bill, would also amend or add significant provisions to the Government Code governing the payment of fees against development projects. Most notably, if approved, the following provisions would become effective on March 3, 2020 and would be operative until January 1, 2026:

- Multi-family housing developments that are located within ½ mile of a "Major Transit Stop" shall not be subject to any school fees calculated pursuant to Sections 65995, 65995.5 or 65995.7 (including Level 1 Fees described herein) or other requirements for the construction or reconstruction of school facilities. "Major Transit Stop" means a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.
- School fees shall be reduced 20% from the amount calculated pursuant to Sections 65995, 65995.5 or 65995.7 (including Level 1 Fees described herein) for any multi-family housing development for which the preceding provision described above does not apply.

If approved, Proposition 13 (2020) will not affect the findings and justification of the maximum authorized School Fees as presented in this Study.

SECTION III. PROJECTED UNHOUSED STUDENTS AND FACILITY REQUIREMENTS

The objective of this Study is to determine if a nexus exists between future residential and commercial/industrial development and the need for school facilities. In addition, the Study aims to identify the costs of such required school facilities and determine the amount of School Fees that can be justifiably levied on residential and commercial/industrial development according to the estimated impacts caused by such development. This section evaluates whether existing school facilities can accommodate students generated from future residential development, projects student enrollment based on anticipated residential growth, and estimates the costs of school facilities required to accommodate new residential growth. The findings determined in this section are used in following sections to evaluate the cost impact per square foot for new residential and commercial/industrial property. Although many of the figures in this section are primarily derived from residential development projections and impacts, they are adjusted in Section V. to evaluate the impact of commercial/industrial development.

A. SCHOOL DISTRICT CAPACITY AND CURRENT STUDENT ENROLLMENT

The School District's existing school facilities capacity and student enrollment were evaluated in order to determine if there is available capacity to house students generated by new residential and commercial/industrial development.

The School District currently operates eleven (11) elementary schools, three (3) middle schools, three (3) high schools, one (1) adult school and three (3) alternative education schools. These facilities include approximately 790 eligible teaching stations. However, as further described in this Study, many of the portable classrooms at the School District's sites have been deemed inadequate for long-term use and require replacement. Accordingly, the number of eligible classrooms was adjusted to exclude portable classrooms since the collection of Applicable School Fees will be used in part to replace portable classrooms with new permanent classrooms. The School District facilities capacity is determined based on loading standards set forth in the California Code of Regulations, Title II, Section 1859.35, which sets capacity on a district-wide basis rather than school-level, and is consistent with the loading standards recognized by the Office of Public-School Construction (OPSC). Appendix "B" provides a calculation of the updated estimated facilities capacity.

Based on October 2019 California Longitudinal Pupil Achievement Data System (CALPADS) data, the student enrollment of the School District is 15,336 students. The total enrollment figure was then reduced due to the excluding of preschool students and students enrolled at Burbank Adult School, as those facilities were not evaluated for purposes of this Study, which left an eligible Student Enrollment of 15,141. The School District's total and eligible enrollment as of October 2019 is summarized in Appendix "C". Current excess capacity is calculated by subtracting current student enrollment from existing school facilities capacity for each school level. This operation results in available seats at the elementary school, middle school and high school levels. The existing school facilities excess capacity determination is shown in Table 1.

TABLE 1
FACILITIES CAPACITY AND STUDENT ENROLLMENT

SCHOOL LEVEL	EXISTING FACILITIES CAPACITY [1]	STUDENT ENROLLMENT (OCTOBER 2019) [2]	EXCESS/(DEFICIT) CAPACITY
Elementary School (K-5)	6,425	6,388	37
Middle School (6-8)	4,293	3,511	782
High School (9-12) [3]	6,185	5,242	943
Total	**16,903**	**15,141**	**1,762**

[1] Appendix "B" provides a detailed analysis of the facility capacity determination.
[2] Student Enrollment excludes Students enrolled in Preschool and Adult Education programs as seen in Appendix "C"
[3] The capacity of facilities categorized as Other Programs has been included at the high school level since the students enrolled in these programs are grades 9 through 12 students.

B. PROJECTED UNHOUSED STUDENTS

1. Projected Residential Units

Areas within the school district are largely developed and built-out, however opportunities exist for new development through infill and redevelopment projects. A projection of the number of new residential construction within the School District boundaries was derived from information obtained from the Planning and Transportation Division of the City. Based on the information, it is estimated the School District could experience the development of 2,765 residential units over the next ten (10) years ("Total Projected Units").

The Burbank 2035 General Plan, adopted by the City in February 2013, allows for the maximum development capacity of 61,647 with an estimated build-out of 50,219 units. According to the State Department of Finance, as of 2019 housing within the City was estimated at 44,539[1] units. Therefore, the remaining residential capacity to build-out is estimated at 5,680 units.

In order to estimate the development of projected residential units over the next ten (10) years, Koppel & Gruber Public Finance ("K&G Public Finance") primarily utilized updated information on current active planning projects from the City's Planning and Transportation Division[2] alongside information regarding the realistic potential for redevelopment contained in the City's Housing Element 2014-2021 dated December 2013 ("Housing Element") to forecast a realistic potential for development at 2,765 units. It is worth noting that (i) projected realistic units are net of any existing

[1] Education Code Section 17625 sets forth the prerequisites that must be met before school districts may levy school fees on mobile homes. Since it is often difficult to determine and make projections relating to mobile homes that meet those requirements, the mobile home category is omitted from this analysis.
[2] Active Planning Projects-Updated 2/19/2020; City of Burbank.

residential units that could be demolished over the planning period and (ii) due to proposed legislation regulating the assessment of alternative fees on Accessory Dwelling Units ("ADUs"), does not include any of these projected units.

To help address the shortage of affordable housing in the California, the State Legislature recently enacted laws updated regulations pertaining to Accessory Dwelling Units ("ADU"). An ADU is generally defined as an attached or detached structure that provides independent living facilities for one or more persons and includes permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as a single-family dwelling unit. In response the State laws, which took effect January 1, 2017 (SB 1069 and AB 2299) and January 1, 2018 (SB 229 and AB 494), the City adopted an Interim Ordinance establishing new regulations for ADUs. A map prepared by the City shows that a majority of the residential properties fall within 0.5 of a mile of a public transportation stop or station that qualify for an ADU under State law. Furthermore, Government Code Section 65852.2(f) provides additional provisions and limitations when imposing impact fees on ADUs. Due to uncertainty as to whether new individual ADU units will be subject to Fees at the time of collection, ADUs have not been considered in the total count of Projected Units.

The residential categories considered in this Study include Single-Family Detached units ("SFD"), which are those units with no common walls and Multi-Family ("MF"), which are those units sharing a common wall, including but not limited to townhouses, condominiums, apartments, duplexes.

Projected residential units having mitigated their impact through an alternative to paying School Fees, such as participation in a Community Facilities District or through execution of a mitigation agreement are subtracted from the Total Projected Units. However, currently none of the Total Projected Units have mitigated their impact to the School District through participation in a Community Facilities District or through execution of a mitigation agreement.

The determination of the Projected Units is summarized by residential category in Table 2.

TABLE 2
PROJECTED RESIDENTIAL UNITS

RESIDENTIAL CATEGORY	TOTAL PROJECTED UNITS	PROJECTED MITIGATED UNITS	PROJECTED UNITS
SFD	0	0	0
MF	2,765	0	2,765
TOTAL	**2,765**	**0**	**2,765**

2. Student Generation Rates

In order to calculate student generation rates ("SGRs"), K&G Public Finance first obtained property characteristic data from the County Assessor's Office. Parcels in the data file were classified by unit type (SFD and MF) and residential parcels were extracted. Due to the County data missing unit counts in certain instances, K&G Public Finance compiled unit counts based on information from the State Department of Finance[3], resulting in a total of 19,847 SFDs, and 24,692 MFs within the School District.

K&G Public Finance then obtained a student database from the School District, which contained the school attended, grade level and physical address information for each student enrolled in the School District. The student database is reflective of student enrollment information as of October 2019. The student enrollment address information was matched to the address (situs address) information of parcels in the County property characteristic database. The number of students matched was then queried by school level and residential category. Table 3 provides a summary of the SGRs by school level and residential category. A more detailed analysis of the SGR determinations is contained within Appendix "D".

TABLE 3
STUDENT GENERATION RATES SUMMARY

SCHOOL LEVEL	SFD UNITS	MF UNITS
Elementary School (TK-5)	0.1622	0.1039
Middle School (6-8)	0.0873	0.0547
High School (9-12)	0.1231	0.0818
TOTAL	**0.3726**	**0.2404**

3. Projected Student Enrollment

Projected student enrollment was determined by multiplying the SGRs in Table 3 by the number of Projected Units shown in Table 2. A total of 664 students are estimated to be generated from Projected Units. The projected student enrollment is summarized by school level in Table 4.

[3] California Department of Finance- E-5 City/County Population and Housing Estimates, January 1, 2019.

TABLE 4
PROJECTED STUDENT ENROLLMENT BY SCHOOL LEVEL

SCHOOL LEVEL	PROJECTED STUDENTS
Elementary School (TK-5)	287
Middle School (6-8)	151
High School (9-12)	226
Total	**664**

4. Projected Unhoused Students

As shown in Table 1, there is available capacity at the elementary school, middle school and high school levels. In order to determine the projected unhoused students generated by Projected Units ("Projected Unhoused Students") the Projected Student Enrollment is adjusted by the seats available at the elementary school, middle school, and high school levels. Table 5 shows the resulting Projected Unhoused Students.

TABLE 5
PROJECTED UNHOUSED STUDENTS

SCHOOL LEVEL	PROJECTED STUDENT ENROLLMENT (10-YEAR)	AVAILABLE SEATS	PROJECTED UNHOUSED STUDENTS
Elementary School (TK-5)	287	37	250
Middle School (6-8)	151	782	0
High School (9-12)	226	943	0
Total	**664**	**1,762**	**250**

C. FACILITIES NEEDS COSTS AND ESTIMATED PER STUDENT COST

1. Facilities Needs

In 2013, the School District conducted a preliminary needs assessment identifying certain improvements and modernization needs and cost estimates for the identified projects.

In March 2013, a ballot measure ("Measure S") was approved by the electors and authorized the issuance of general obligation bonds in an amount not to exceed $110 million to finance modernization and capital improvement projects throughout the School District. School districts can, with the required approval of its voters, issue general obligation bonds that are secured by an annual levy on taxable parcels within

the boundaries of a school district. The levy is based on the assessed value of a parcel as determined by the County, pursuant to Proposition 13.

In 2015, the School District formalized a needs assessment as the Bond Implementation Plan ("2015 Plan"). The 2015 Plan was designed around the concept of issuing general obligation debt under the Measure S authorization as a primary source of funding to pay for needed facilities improvement projects. Facilities improvement needs were included and described in the 2015 Plan only to the extent the estimated costs and phasing of such projects could be feasibly funded primarily through the anticipated issuance of general obligation bonds and other sources, as determined at the time Therefore, the full scope of the School District's facilities improvement needs was not included in the 2015 Plan. The total estimated project costs determined in the 2015 Plan was $143,550,972 in 2014 dollars. As of the date of this Study, the majority of the capital improvement projects included in the cost estimate described above have been completed, much of which was financed with Measure S bond proceeds.

The determination of projected unhoused students shown in Table 5 demonstrates that adequate permanent facilities capacity does not exist to house Projected Student Enrollment at the elementary level and permanent facilities capacity does exist to house Projected Student Enrollment at the middle school and high school levels. The capital improvement projects outlined in the 2015 Plan and those projects described in the previous paragraph are necessary for the long-term use to adequately house the existing student population and future enrollment growth at all school levels. The facilities needs exist regardless of the availability of capacity to house student enrollment, inclusive of student enrollment generated from new development; therefore without implementation of the capital improvement projects capacity available for Projected Student Enrollment is deemed inadequate.

Revenues from the imposition of the applicable school fees are intended to help bridge the funding gap between (i) monies available from general obligation bond proceeds, including funding from the Measure S authorization, or other sources, and (ii) the estimated costs of the capital improvement projects, including the remaining Measure S capital improvement projects as well as future new construction projects.

2. Estimated per Student Cost

The estimated total cost impact per student to provide adequate school facilities to house Projected Enrollment was derived using a recent construction cost summary dated January 7, 2020, prepared for the construction of a new classroom building at Walt Disney Elementary School. Using the estimated construction costs and State Loading Factors for elementary classrooms at 25 students per classroom[4], the cost per student/ seat is estimated at $45,000.00 ('Facilities Cost Impact per Student/Seat").

[4] California Code of Regulation, Title II, Section 1859.35.

SECTION IV. PROJECTED IMPACT OF RESIDENTIAL DEVELOPMENT

The following section presents the school facility impact analysis for new residential development and provides a step-by-step calculation of the estimated per residential square foot cost impact.

To determine the school facilities cost impact per square foot of residential development, first the Facilities Cost Impact per Student/Seat determined in Table 6 are multiplied by the SGRs per school level.

To determine the school facilities cost impact per square foot of residential development, first the Facilities Cost Impact per Student determined in in Section III is multiplied by the Projected Enrollment as shown in Table 5 for each school level. The result of this computation is shown in Table 7 and reflects the estimated school facilities cost impact to house Projected Enrollment.

TABLE 6
FACILITIES COST IMPACT

SCHOOL LEVEL	FACILITIES COST IMPACT PER STUDENT/SEAT	PROJECTED ENROLLMENT	FACILITIES COST IMPACT PER RESIDENTIAL UNIT
Elementary School (TK-5)	$45,000	250	$11,250,000
Intermediate School (6-8)	N/A	0	$0
High School (9-12)	N/A	0	$0
TOTAL			**$11,250,000**

The total school facilities impact shown in Table 6 above was then divided by the number of Projected Units shown in Table 2 to determine the school facilities cost per residential unit. The costs per residential categories are shown in Table 7.

TABLE 7
SCHOOL FACILITIES COST PER RESIDENTIAL UNIT

FACILITIES COST IMPACT ALLOCATION	NET PROJECTED UNITS	FACILITIES COST IMPACT PER RESIDENTIAL UNIT
$11,250,000	2,765	**$4,069**

The school facilities cost impact per residential square foot is calculated by dividing the school facilities cost per residential unit determined in Table 7 by the average square footage of a residential unit. This calculation is shown in Table 8. Square footage information for planned residential units within the School District was obtained from the Planning and Transportation Division of the City and was used to estimate the average square footage of the Projected Units.

TABLE 8
SCHOOL FACILITIES COST PER RESIDENTIAL SQUARE FOOT

FACILITIES COST IMPACT PER RESIDENTIAL UNIT	WEIGHTED AVERAGE SQUARE FOOTAGE	FACILITIES COST PER RESIDENTIAL SQUARE FOOT
$4,069	947	**$4.30**

The school facilities impact per residential square foot determined in Table 8 is greater than the current maximum authorized residential School Fees of $4.08 per square foot; therefore, the School District is justified in levying up to but not exceeding the maximum authorized amount for residential construction and reconstruction.

SECTION V. COMMERCIAL/INDUSTRIAL SCHOOL IMPACT ANALYSIS

The following section presents the school facilities impact analysis for new commercial/industrial development and provides a step-by-step calculation of the estimated per commercial/industrial square foot cost impact.

A. EMPLOYEE GENERATION

In the course of making the nexus findings to justify School Fees levied on commercial/industrial development, Education Code Section 17621(e)(1)(B) requires that the Study determine the impact of the increased number of employees anticipated to result from commercial/industrial development upon the cost of providing school facilities within the School District. As mentioned in the Executive Summary, for purposes of making such determination this code section further sets out that the employee generation estimates be based on the applicable estimates set forth in the Traffic Study published by SANDAG.

The employee generation estimates per 1,000 square feet of development derived from the Traffic Study are listed by commercial/industrial land use category in Table 9 below. The land use categories listed are based on those categories described in the Traffic Study and include land uses recommended by the provisions of Education Code Section 17621(e)(1)(B).

TABLE 9
EMPLOYEE GENERATION PER 1,000 SQUARE FEET OF COMMERCIAL/INDUSTRIAL DEVELOPMENT

COMMERCIAL/INDUSTRIAL CATEGORY	AVERAGE SQUARE FOOTAGE PER EMPLOYEE	EMPLOYEES PER 1,000 SQUARE FEET
Banks	354	2.8253
Community Shopping Center	652	1.5348
Neighborhood Shopping Center	357	2.7985
Industrial Business Parks	284	3.5156
Industrial Parks/Warehousing	742	1.3473
Rental Self-Storage	15,541	0.0643
Research & Development	329	3.0408
Hospitality (Lodging)	883	1.1325
Commercial Offices (Standard)	209	4.7897
Commercial Offices (Large High Rise)	220	4.5442
Corporate Offices	372	2.6848
Medical Offices	234	4.2654

Source: San Diego Traffic Generator Study, January 1990 Edition; SANDAG.

B. RESIDENTIAL IMPACT

1. Households

To evaluate the impact of commercial/industrial development on School District facilities, the employee generation estimates listed in Table 9 were first used to determine the impact of commercial/industrial development on a per household basis. Based on information obtained from the California Department of Finance[5] and the Employment Development Department[6], there are approximately 1.29 employed persons per household on average for households located within City of Burbank. Dividing the employee generation estimates listed in Table 9 by 1.29 results in the estimated number of households per 1,000 square feet of commercial/industrial development ("Total Household Impact").

The Total Household Impact determined in the preceding paragraph takes into consideration all employees generated from commercial/industrial development. Since some of those employees will live outside the School District and therefore will have no impact on the School District, the figures are adjusted to reflect only those households within the School District occupied by employees generated from commercial/industrial development built within the School District. Based on information derived from U.S. Census Bureau data[7], it is estimated that approximately 31.4% of employees both live and work within the School District. Multiplying the Total Household Impact by 31.4% results in the households within the School District impacted per 1,000 square feet commercial/industrial development. The results of these computations are shown in Table 10.

[5] 2018 California Department of Finance- E-5 City/County Population and Housing Estimates.
[6] 2018 Employment Development Department (EDD)- Monthly Labor Force Data for Cities and Census Designated Places (CDP), December.
[7] 2018 American Community Survey 5-Year Estimates: S0801-Worked in place of residence.

TABLE 10
IMPACT OF COMMERCIAL/INDUSTRIAL DEVELOPMENT ON HOUSEHOLDS WITHIN THE SCHOOL DISTRICT

COMMERCIAL/INDUSTRIAL CATEGORY	SCHOOL DISTRICT HOUSEHOLDS PER 1,000 SQUARE FEET COM./IND.
Banks	0.6877
Community Shopping Center	0.3736
Neighborhood Shopping Center	0.6812
Industrial Business Parks	0.8557
Industrial/Warehousing/Manufacturing	0.3279
Rental Self-Storage	0.0157
Research & Development	0.7402
Hospitality (Lodging)	0.2757
Commercial Offices (Standard)	1.1659
Commercial Offices (Large High Rise)	1.1061
Corporate Offices	0.6535
Medical Offices	1.0382

2. Household Student Generation

The student generation impacts per 1,000 square feet of commercial/industrial development were calculated by multiplying the household impacts shown in Table 10 by blended student generation rates determined for each school level. The result of this calculation is shown in Table 11. The determination of the student generation rates are shown and described in Appendix "D" of this Study. Since all Projected Units are classified as MF units, only the SGRs determined for MF are utilized.

TABLE 11
STUDENT GENERATION PER 1,000 SQUARE FEET OF
COMMERCIAL/INDUSTRIAL DEVELOPMENT

COMMERCIAL/INDUSTRIAL CATEGORY	ELEMENTARY SCHOOL STUDENT GENERATION	MIDDLE SCHOOL STUDENT GENERATION	HIGH SCHOOL STUDENT GENERATION	TOTAL STUDENT GENERATION
Banks	0.0715	0.0376	0.0563	0.1654
Community Shopping Center	0.0388	0.0204	0.0306	0.0898
Neighborhood Shopping Center	0.0708	0.0373	0.0557	0.1638
Industrial Business Parks	0.0889	0.0468	0.0700	0.2057
Industrial/Warehousing/ Manufacturing	0.0341	0.0179	0.0268	0.0788
Rental Self-Storage	0.0016	0.0009	0.0013	0.0038
Research & Development	0.0769	0.0405	0.0605	0.1779
Hospitality (Lodging)	0.0286	0.0151	0.0226	0.0663
Commercial Offices (Standard)	0.1211	0.0638	0.0954	0.2803
Commercial Offices (Large High Rise)	0.1149	0.0605	0.0905	0.2659
Corporate Offices	0.0679	0.0357	0.0535	0.1571
Medical Offices	0.1079	0.0568	0.0849	0.2496

3. Inter-District Student Impact

Based on information provided by the School District, 1,522 students were enrolled at the School District on an inter-district basis as of October 2019, including 492 students at the elementary school level, 382 students at the middle school level and 648 students at the high school level. Many of those inter-district students attend the School District as a result of their parents or guardians being employed at businesses located within the School District boundaries. To determine the inter-district impact of new commercial/industrial development, the number of inter-district students at each school level was first divided by the estimated number of employees within the School District's area. Employment was estimated at 57,541[8] based on date obtained from the U.S. Census Bureau. The ratio of inter-district students to estimated employment for each school level was then multiplied by the employee generation factors for each of the commercial/industrial categories as shown in Table 9. The calculation results in the Inter-District Student Impacts shown in Table 12.

[8] Employment Development Department (EDD)- Monthly Labor Force Data for Cities and Census Designated Places (CDP), December 2019.

TABLE 12
INTER-DISTRICT COST IMPACT PER 1,000 SQUARE FEET OF COMMERCIAL/INDUSTRIAL DEVELOPMENT

COMMERCIAL/INDUSTRIAL CATEGORY	ELEMENTARY SCHOOL COST IMPACT	MIDDLE SCHOOL COST IMPACT	HIGH SCHOOL COST IMPACT	TOTAL INTER-DISTRICT COST IMPACT
Banks	0.0243	0.0186	0.0319	0.0748
Community Shopping Center	0.0132	0.0101	0.0173	0.0406
Neighborhood Shopping Center	0.0241	0.0185	0.0316	0.0742
Industrial Business Parks	0.0302	0.0232	0.0397	0.0931
Industrial/Warehousing/Manufacturing	0.0116	0.0089	0.0152	0.0357
Rental Self-Storage	0.0006	0.0004	0.0007	0.0017
Research & Development	0.0262	0.0201	0.0344	0.0807
Hospitality (Lodging)	0.0097	0.0075	0.0128	0.0300
Commercial Offices (Standard)	0.0412	0.0316	0.0541	0.1269
Commercial Offices (Large High Rise)	0.0391	0.0300	0.0513	0.1204
Corporate Offices	0.0231	0.0177	0.0303	0.0711
Medical Offices	0.0367	0.0282	0.0482	0.1131

4. Total Student Generation Impact

The Total Student Generation Impact is determined by adding the Student Generation Impacts shown in Table 11 to the Inter-District Impacts determined in Table 13. The Total Student Generation Impacts are listed in Table 13.

TABLE 13
TOTAL STUDENT GENERATION IMPACT PER 1,000 SQUARE FEET OF COMMERCIAL/INDUSTRIAL DEVELOPMENT

COMMERCIAL/INDUSTRIAL CATEGORY	ELEMENTARY SCHOOL COST IMPACT	MIDDLE SCHOOL COST IMPACT	HIGH SCHOOL COST IMPACT	TOTAL STUDENT GENERATION COST IMPACT
Banks	0.0958	0.0562	0.0882	0.2402
Community Shopping Center	0.0520	0.0305	0.0479	0.1304
Neighborhood Shopping Center	0.0949	0.0558	0.0873	0.2380
Industrial Business Parks	0.1191	0.0700	0.1097	0.2988
Industrial/Warehousing/Manufacturing	0.0457	0.0268	0.0420	0.1145
Rental Self-Storage	0.0022	0.0013	0.0020	0.0055
Research & Development	0.1031	0.0606	0.0949	0.2586
Hospitality (Lodging)	0.0383	0.0226	0.0354	0.0963
Commercial Offices (Standard)	0.1623	0.0954	0.1495	0.4072
Commercial Offices (Large High Rise)	0.1540	0.0905	0.1418	0.3863
Corporate Offices	0.0910	0.0534	0.0838	0.2282
Medical Offices	0.1446	0.0850	0.1331	0.3627

C. Net Impact Per Commercial/Industrial Square Foot

1. Cost Impact

To estimate the school facilities costs required to house new students as a result of additional commercial/industrial development, the total school facilities cost per student was determined by multiplying the costs per student summarized in Table 6 by the total student generation impacts calculated in Table 13. The school facilities cost impacts are shown in Table 14 by commercial/industrial development category and school level. As demonstrated in Table 5, available capacity exists at the middle school and high school levels; therefore, for the purposes of this analysis the cost impact to house middle school and high school students is set to zero dollars.

Table 14
School Facilities Costs per 1,000 Square Feet of Commercial/Industrial Development

Commercial/Industrial Category	Elementary School Impact	Middle School Impact	High School Impact	Total Cost Impact
Banks	$4,311	$0	$0	$4,311
Community Shopping Center	$2,340	$0	$0	$2,340
Neighborhood Shopping Center	$4,271	$0	$0	$4,271
Industrial Business Parks	$5,360	$0	$0	$5,360
Industrial/Warehousing/Manufacturing	$2,057	$0	$0	$2,057
Rental Self-Storage	$99	$0	$0	$99
Research & Development	$4,640	$0	$0	$4,640
Hospitality (Lodging)	$1,724	$0	$0	$1,724
Commercial Offices (Standard)	$7,304	$0	$0	$7,304
Commercial Offices (Large High Rise)	$6,930	$0	$0	$6,930
Corporate Offices	$4,095	$0	$0	$4,095
Medical Offices	$6,507	$0	$0	$6,507

2. Residential Fee Offsets

New commercial/industrial development within the School District will generate new employees, thereby increasing the need for new residential development to house those employees living in the School District. Applicable residential school fees adopted by the School District under applicable law will also be imposed by the School District on such new residential development. To prevent new commercial/industrial development from paying the portion of impact that is mitigated by the applicable residential school fees, this amount has been calculated and deducted from the school facilities impact costs calculated in Table 14.

The residential fee offsets are first calculated by using the proposed Level I Fee of $4.08 per square foot for residential development and multiplying that amount by the

weighted average square footage of a residential unit in the School District, which is 947 square feet. This calculation provides the average residential revenues from a residential unit of $3,864 ($4.08 x 947). The average residential revenues from a residential unit multiplied by Household Impacts per 1,000 square feet of commercial/industrial development, as shown in Table 12, results in the residential school fee revenues per 1,000 square feet of commercial/industrial development ("Residential Fee Offset"). This computation is shown in Table 15.

TABLE 15
RESIDENTIAL FEE OFFSET

CATEGORY	HOUSEHOLDS PER 1,000 SQUARE FEET COM./IND.	RESIDENTIAL FEE OFFSET PER 1,000 SQUARE FEET COM./IND.
Banks	0.6877	$2,657
Community Shopping Center	0.3736	$1,444
Neighborhood Shopping Center	0.6812	$2,632
Industrial Business Parks	0.8557	$3,306
Industrial/Warehousing/Manufacturing	0.3279	$1,267
Rental Self-Storage	0.0157	$61
Research & Development	0.7402	$2,860
Hospitality (Lodging)	0.2757	$1,065
Commercial Offices (Standard)	1.1659	$4,505
Commercial Offices (Large High Rise)	1.1061	$4,274
Corporate Offices	0.6535	$2,525
Medical Offices	1.0382	$4,011

3. Net School Facilities Costs

Subtracting the Residential Fee Offset determined in Table 15 from the total school facilities costs listed in Table 14 results in the net school facilities costs per 1,000 square feet of commercial/industrial development ("Net School Facilities Costs"). The Net School Facilities Costs are listed in Table 16.

TABLE 16
NET SCHOOL FACILITIES COSTS
PER 1,000 SQUARE FEET COMMERCIAL/INDUSTRIAL DEVELOPMENT

CATEGORY	TOTAL SCHOOL FACILITIES COSTS	RESIDENTIAL FEE OFFSET	NET SCHOOL FACILITIES COSTS
Banks	$4,311	$2,657	$1,654
Community Shopping Center	$2,340	$1,444	$896
Neighborhood Shopping Center	$4,271	$2,632	$1,639
Industrial Business Parks	$5,360	$3,306	$2,054
Industrial/Warehousing/Manufacturing	$2,057	$1,267	$790
Rental Self-Storage	$99	$61	$38
Research & Development	$4,640	$2,860	$1,780
Hospitality (Lodging)	$1,724	$1,065	$659
Commercial Offices (Standard)	$7,304	$4,505	$2,799
Commercial Offices (Large High Rise)	$6,930	$4,274	$2,656
Corporate Offices	$4,095	$2,525	$1,570
Medical Offices	$6,507	$4,011	$2,496

The Net School Facilities Costs determined in Table 16 were then divided by 1,000[9] to provide the cost impact on a square foot basis. These cost impacts are listed in Table 17.

TABLE 17
NET COST IMPACTS
PER SQUARE FOOT OF COMMERCIAL/INDUSTRIAL DEVELOPMENT

CATEGORY	NET COST IMPACTS
Banks	$1.65
Community Shopping Center	$0.90
Neighborhood Shopping Center	$1.64
Industrial Business Parks	$2.05
Industrial/Warehousing/Manufacturing	$0.79
Rental Self-Storage	$0.04
Research & Development	$1.78
Hospitality (Lodging)	$0.66
Commercial Offices (Standard)	$2.80
Commercial Offices (Large High Rise)	$2.66
Corporate Offices	$1.57
Medical Offices	$2.50

[9] The Employee Generation Rates derived from the SANDAG Traffic Study are estimated per 1,000 square feet of development.

The net cost impacts shown in Table 17 are equal to or exceed the maximum authorized statutory school fee for commercial/industrial development of $0.66 per square foot, except for the category of Rental Self-Storage, development. Therefore, the School District is justified in levying school fees on commercial/industrial in amount up to but not exceeding the maximum authorized statutory fee, or the net cost impacts determined for the category of Rental Self-Storage.

SECTION VI. OTHER CONSIDERATIONS

A. COMMERCIAL/INDUSTRIAL DEVELOPMENT NOT IN PRESCRIBED CATEGORIES

In cases where new commercial/industrial development does not fit within the prescribed categories shown in Table 18, the School District shall evaluate such development on a case-by-case basis to determine if the imposition of the School Fees on the development meets the nexus requirements set forth under Government Code Section 66000 et seq. The School District may levy School Fees on such development in an amount up to but not exceeding the cost per square foot impact determined through such evaluation.

B. AGE-RESTRICTED (SENIOR) HOUSING

Government Code Sections 65995.1 and 65995.2 provides school districts may only charge the fees applicable for commercial/industrial development for qualified age-restricted (senior citizen) housing. Qualified age-restricted housing generates employees resulting in school facility impacts similar to those impacts from other commercial/industrial categories specified herein.

SECTION VII. REDEVELOPMENT

Government Code Section 66001, subdivision (a)(3) and (4) requires that a school district, in imposing school-impact fees, establish a reasonable relationship between the fee's use, the need for the public facility and the type of development project on which the fee is imposed. This section addresses and sets forth general policy when considering the levy of school fees on new construction units resulting from redevelopment projects within the School District.

Redevelopment means voluntarily demolishing existing residential, commercial, and/or industrial structures and subsequently replacing them with new construction ("Redevelopment"). The School District is aware of Redevelopment projects completed within the School District boundaries and anticipates similar Redevelopment projects may be completed in the next ten (10) years and beyond. School fees authorized pursuant to Education Code Section 17620 and Government Code Sections 65995 et seq. shall be levied by the School District on new construction resulting from Redevelopment projects, if there is a nexus between the School Fees being imposed and the impact of new construction on school facilities, after the impact of pre-existing development has been taken into consideration. In determining such nexus, the School District shall review, evaluate and determine on a case-by-case basis, the additional impact of the proposed new development by comparing the projected square footage, student generation and cost impacts of the proposed new construction and the pre-existing residential, commercial and/or industrial development. Such analysis shall utilize the student generation rates identified in Table 3 of this Study, as applicable.

Redevelopment projects featuring a transition in commercial/industrial categorical classification (e.g. a project redeveloping a Hospitality (lodging) into Commercial office (standard) space) should be assessed based on the Applicable School Fee for the new commercial/industrial category multiplied by the total assessable space of the new commercial/industrial project in the case of a complete site redevelopment. In the case where there is a partial redevelopment, or an addition to an existing development, the Applicable School Fee should be calculated on a basis of the marginal assessable space increase multiplied by the maximum Applicable School Fee for the for the assessable space.

The School District may levy school fees, authorized under applicable law, on new residential units resulting from Redevelopment projects in an amount up to the additional impact cost per square foot as determined in accordance with the preceding paragraph, but not exceeding the applicable school fees.

SECTION VIII. GOVERNMENT CODE SECTION 66000

Government Code Sections 66000 *et seq*. were enacted by State Legislature in 1987. In any action establishing, increasing, or imposing a fee as a condition of approval of a development project, such as the Applicable Residential School Fee and Applicable Com/Ind. School Fees described herein (collectively referred to as the "Applicable School Fees"), these Government Code sections require the public agency to satisfy the following requirements:

1. Determine the purpose of the fee;

2. Identify the use to which the fee is to be put;

3. Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed;

4. Determine that there is a reasonable relationship between the need for the public facilities and the type of development project on which the fee is imposed;

5. Determine that there is a reasonable relationship between the amount of the fee and the cost, or portion of the cost of the public facility attributable to the development on which the fee is imposed; and

6. Provide an annual accounting of any portion of the fee remaining unspent or held for projects for more than five (5) years after collection.

The information set forth herein, including the information contained in the Appendices attached hereto, provide factual evidence establishing a nexus between the type of development projected to be built within the School District and the amount of Applicable School Fees levied upon such development based on the need for such Applicable School Fees. The determinations made in this Study meet the requirements of Government Code Section 66000. The findings are summarized as follows:

PURPOSE OF THE SCHOOL FEE

The Board of the School District will levy and collect school fees on new residential and commercial/industrial development to obtain funds for the construction and/or reconstruction of school facilities to accommodate students generated as a result of such development. In accordance with Education Code Section 17620, "construction or reconstruction of school facilities" ***does not*** include any item of expenditure for any of the following:

(i). Regular maintenance or routine repair of school buildings and facilities;
(ii). Inspection, sampling, analysis, encapsulation or removal of asbestos-containing material, except where incidental to school facilities construction or reconstruction for which the expenditure of fees or other consideration collected pursuant to Education Code Section 17620 is not prohibited; and,
(iii). Deferred maintenance as described in Education Code Section 17582.

IDENTIFY THE USE OF THE SCHOOL FEE

The School District has determined that revenues collected from Applicable School Fees imposed on residential and commercial/industrial developments will be used for the following purposes:

(i). Construction or reconstruction of school facilities required to accommodate students generated by new residential and commercial/industrial development in areas of the School District where existing school facilities are needed;
(ii). Construction or reconstruction of administrative and operations facilities required in response to new student growth from new development;
(iii). Acquisition or lease of property for unhoused students generated from new development;
(iv). Purchase or lease of interim and/or temporary school facilities in order to accommodate student capacity demands;
(v). Furniture for use in new school facilities;
(vi). Costs associated with the administration, collection, and justification for the Applicable School Fees;
(vii). Provide local funding that may be required if the School District applies for State funding through SB 50.

The 2015 Plan outlined the proposed capital improvement projects to a number of existing school facilities. As previously noted and described herein, the Alternative Fees will be used to provide adequate facilities for student enrollment generated from Projected Units to the extent described in this Study and permitted by applicable law. Such Applicable School Fees may be used to fund, in part, the facilities needs identified in the 2015 Plan and as allowable by applicable law, inclusive of those school facilities described in this Study.

RELATIONSHIP BETWEEN THE USE OF THE FEE, THE NEED FOR SCHOOL FACILITIES AND THE TYPE OF DEVELOPMENT ON WHICH THE FEE IS IMPOSED

As determined in the preceding sections, existing school facilities are in need of upgrade for their continued long-term use and to provide adequate and safe housing for existing student enrollment and students generated from new residential and commercial/industrial development. The fees imposed on such new development will be used, in part, to finance the construction and/or reconstruction of school facilities required to accommodate student enrollment growth generated by new residential and commercial/industrial development.

DETERMINATION OF THE RELATIONSHIP BETWEEN THE FEE AMOUNT AND THE SCHOOL FACILITIES COSTS ATTRIBUTABLE TO TYPE OF DEVELOPMENT ON WHICH THE FEE IS IMPOSED

The imposition of the Applicable Residential School Fee of $4.08 per square foot of residential development is justified, as this fee is below the per square foot cost impact to provide adequate school facilities required as a result of such new residential development.

Similarly, the imposition of the Applicable Com/Ind. School Fees of $0.66 per square foot of commercial/industrial development are justified as the fees are equal to or below the estimated per square foot net cost impact to provide adequate school facilities required as a result of such new commercial/industrial development, except for Rental Self-Storage, development. For the listed commercial/industrial categories, the net cost impacts determined herein are below the applicable maximum outlined fee of $0.66 per square foot. Therefore, the applicable commercial/industrial School Fees imposed on new commercial/industrial development classified under these categories shall not exceed the Net Cost Impacts.

ACCOUNTING PROCEDURES FOR THE FEES

The School District will deposit, invest, and expend the school fees imposed and collected on residential and commercial/industrial development in accordance with the provision of Government Code Section 66006.

APPENDIX A
COMMERCIAL/INDUSTRIAL DEVELOPMENT DESCRIPTIONS

Banks	Include small branch offices to regional offices used for banking. Properties under this category allow customers to conduct banking on-site.
Shopping Center	Broadly include regional, community and neighborhood shopping centers which sell merchandise and services to consumers. Include grocery stores, restaurants, retail centers, automotive sales.
Industrial Business Parks	Include any combination of facilities engaged in manufacturing/assembly, warehousing, and/or storage with 15% or more of the total area designated for commercial use.
Industrial Parks/Warehousing	Include any combination of facilities engaged in manufacturing/assembly, warehousing, and/or storage with limited or no commercial use (less than 15% of the total area designated for commercial use).
Rental Self-Storage	Include warehouse developments which rent small storage vaults and often termed “mini-storage”.
Research & Development	Include scientific research and development laboratories, office and/or their supporting facilities.
Hospitality (Lodging)	Include establishments which provide lodging to the general public. Lodging types include hotels, motels, resort hotels and inns. The maximum term of occupancy for establishment within this category shall not exceed 30 days.
Commercial Offices (Standard)[1]	Include general office space occupying less than 100,000 square feet with multiple tenants.
Commercial Offices (Large High Rise)[1]	Include general office space occupying 100,000 square feet and greater with multiple tenants.
Corporate Offices	An office or office building with a single tenant.
Medical Offices	Include medical offices that serve a wide range of medical needs and may include a pharmacy. Medical offices are generally operated by one or more physicians.

1 Office space used for activities described under banks, research and development, or medical offices should be classified under those categories.

APPENDIX B
FACILITIES CAPACITY UPDATE

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES CAPACITY UPDATE
APPENDIX B

CLASSROOM INVENTORY [1]

School Site	Portable Classrooms [2]	Permanent Classrooms	Total Classrooms
ELEMENTARY SCHOOL			
WALT DISNEY ELEMENTARY SCHOOL	13	13	26
THOMAS EDISON ELEMENTARY SCHOOL	5	26	31
RALPH EMERSON ELEMENTARY SCHOOL	5	24	29
BRET HARTE ELEMENTARY SCHOOL	19	22	41
THOMAS JEFFERSON ELEMENTARY SCHOOL	12	29	41
JOAQUIN MILLER ELEMENTARY SCHOOL	0	49	49
WILLIAM MCKINLEY ELEMENTARY SCHOOL	6	21	27
PROVIDENCIA ELEMENTARY SCHOOL	12	20	32
THEODORE ROOSEVELT ELEMENTARY SCHOOL	8	20	28
R.L. STEVENSON ELEMENTARY SCHOOL	15	7	22
GEORGE WASHINGTON ELEMENTARY SCHOOL	8	26	34
ELEMENTARY SCHOOL SUBTOTAL	***103***	***257***	***360***
MIDDLE SCHOOL			
LUTHER BURBANK MIDDLE SCHOOL	0	51	51
DAVID STARR JORDAN MIDDLE SCHOOL	6	49	55
JOHN MUIR MIDDLE SCHOOL	4	59	63
MIDDLE SCHOOL SUBTOTAL	***10***	***159***	***169***
HIGH SCHOOL			
JOHN BURROUGHS HIGH SCHOOL	13	117	130
BURBANK HIGH SCHOOL	0	100	100
MONTEREY HIGH SCHOOL	2	8	10
HIGH SCHOOL SUBTOTAL	**15**	**225**	**240**
OTHER PROGRAM			
COMMUNITY DAY SCHOOL	7	4	11
MAGNOLIA PARK	0	5	5
INDEPENDENT LEARNING ACADEMY	3	2	5
OTHER PROGRAM SUBTOTAL	**10**	**11**	**21**
GRAND TOTAL	**138**	**652**	**790**

[1] Source: School District; does not include classrooms located at the Burbank Adult School or the Horace Mann Preschool, as the enrollment at these sites is not considered in this analysis.

[2] Includes relocatable classrooms that have not been replaced and new modulars that have not been completely constructed or installed as of the date of this Study.

ADJUSTED CLASSROOM COUNT AND ESTIMATED STUDENT CAPACITY

School Level	Adjusted Classrooms [1]	Estimated Student Capacity [2]
ELEMENTARY SCHOOL (TK-5)	257	6,425
MIDDLE SCHOOL (6-8)	159	4,293
HIGH SCHOOL (9-12)	225	6,075
OTHER PROGRAM	11	110
TOTAL	**652**	**16,903**

[1] Many of the School District's classrooms are aged and/or have been deemed inadequate for long-term use and require replacement. Furthermore, since the general intent of levying the Level I Fee is to replace the portable classrooms with permanent facilities, the portable classrooms are not considered as capacity in the justification of the Level I Fees.

[2]School capacities are determined based on loading factors of 25 students per classroom for grades K through 6 and 27 students per classroom for grades 7 through 12, and 13 non-severe and 9 severe students per classroom for those students enrolled in Special Education facilities. Other School District programs have been loaded at 10 students per classroom due to the program requirements. Since the School District serves grades kindergarden through 5 at the elementary school level and grades 6 through 8 at the middle school level, the loading factors have been adjusted to coincide with the school levels (ie. 25 students per classroom at the elementary school level).

APPENDIX C
STUDENT ENROLLMENT SUMMARY

BURBANK UNIFIED SCHOOL DISTRICT
ENROLLMENT SUMMARY -FALL 2019
APPENDIX C

Enrollment																
School Name/Program	School Level/Grade															Grand Total
	Elementary							Middle			High				Other	
	Pre-School	K	1	2	3	4	5	6	7	8	9	10	11	12	Ungraded Sec	
BRET HARTE ELEMENTARY SCHOOL	-	124	93	95	96	98	85	-	-	-	-	-	-	-	-	591
BURBANK HIGH SCHOOL	-	-	-	-	-	-	-	-	-	-	615	633	654	634		2,536
BURBANK ADULT SCHOOL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24	24
COMMUNITY DAY SCHOOL	-	-	-	-	-	-	-	-	-	-	3	4	7	4	-	18
DAVID STARR JORDAN MIDDLE SCHOOL	-	-	-	-	-	-	-	380	350	374	-	-	-	-	-	1,104
GEORGE WASHINGTON ELEMENTARY SCHOOL	2	119	71	75	97	63	67	-	-	-	-	-	-	-	-	494
HORACE MANN PRESCHOOL	129	-	-	-	-	-	-	-	-	-	-	-	-	-	-	129
INDEPENDENT LEARNING ACADEMY	-	-	-	-	-	-	-	-	3	4	9	10	27	32	-	85
JOAQUIN MILLER ELEMENTARY SCHOOL	-	140	123	121	123	123	131	-	-	-	-	-	-	-	-	761
JOHN BURROUGHS HIGH SCHOOL	-	-	-	-	-	-	-	-	-	-	619	669	623	552	-	2,463
JOHN MUIR MIDDLE SCHOOL	-	-	-	-	-	-	-	442	514	498	-	-	-	-	-	1,454
LUTHER BURBANK MIDDLE SCHOOL	-	-	-	-	-	-	-	312	320	314	-	-	-	-	-	946
MAGNOLIA PARK	-	-	-	-	-	-	-	-	-	-	1	3	6	8	-	18
MONTEREY HIGH SCHOOL	-	-	-	-	-	-	-	-	-	-	-	-	37	92	-	129
NONPUBLIC, NONSECTARIAN SCHOOLS	-	-	1	1	1	-	1	2	3	5	2	6	5	7	6	40
PROVIDENCIA ELEMENTARY SCHOOL	-	96	70	49	68	63	68	-	-	-	-	-	-	-	-	414
R.L. STEVENSON ELEMENTARY SCHOOL	-	121	100	94	124	96	94	-	-	-	-	-	-	-	-	629
RALPH EMERSON ELEMENTARY SCHOOL	-	119	98	98	121	98	96	-	-	-	-	-	-	-	-	630
THEODORE ROOSEVELT ELEMENTARY SCHOOL	-	118	95	100	95	96	125	-	-	-	-	-	-	-	-	629
THOMAS EDISON ELEMENTARY SCHOOL	-	117	97	93	98	69	88	-	-	-	-	-	-	-	-	562
THOMAS JEFFERSON ELEMENTARY SCHOOL	-	120	119	121	144	119	131	-	-	-	-	-	-	-	-	754
WALT DISNEY ELEMENTARY SCHOOL	-	71	69	74	73	73	76	-	-	-	-	-	-	-	-	436
WILLIAM MCKINLEY ELEMENTARY SCHOOL	-	92	73	85	81	77	82	-	-	-	-	-	-	-	-	490
GRAND TOTAL	**131**	**1,237**	**1,009**	**1,006**	**1,121**	**975**	**1,044**	**1,136**	**1,190**	**1,195**	**1,249**	**1,325**	**1,359**	**1,329**	**30**	**15,336**
ELIGIBLE	**-**	**1,237**	**1,008**	**1,005**	**1,120**	**975**	**1,043**	**1,134**	**1,187**	**1,190**	**1,247**	**1,319**	**1,354**	**1,322**	**-**	**15,141**
ELIGIBLE BY SCHOOL LEVEL [1]							**6,388**			**3,511**				**5,242**	**-**	**15,141**

[1] Does not include preschool students, students enrolled in adult education or students enrolled in nonpublic/nonsectarian programs.

APPENDIX D
DISTRICT-WIDE STUDENT GENERATION RATES

BURBANK UNIFIED SCHOOL DISTRICT
DISTRICT-WIDE STUDENT GENERATION RATES
APPENDIX D

DISTRICT-WIDE SUMMARY

School Level	SFD	MF
ELEMENTARY SCHOOL (K-5)	0.1622	0.1039
MIDDLE SCHOOL (6-8)	0.0873	0.0547
HIGH SCHOOL (9-12)	0.1231	0.0818
TOTAL	**0.3726**	**0.2404**

SINGLE-FAMILY DETACHED (SFD)

School Level	No. of Students Matched	Total SFD Units[1]	Student Generation Rate [2]
ELEMENTARY SCHOOL (K-5)	3,219	19,847	0.1622
MIDDLE SCHOOL (6-8)	1,732	19,847	0.0873
HIGH SCHOOL (9-12)	2,443	19,847	0.1231
TOTAL	**7,394**	**NA**	**0.3726**

[1] California Department of Finance E-5 Population and Housing

[2] Numbers may not compute due to rounding.

MULTI-FAMILY ATTACHED (MF)

School Level	No. of Students Matched	Total MF Units[1]	Student Generation Rate [2]
ELEMENTARY SCHOOL (K-5)	2,565	24,692	0.1039
MIDDLE SCHOOL (6-8)	1,350	24,692	0.0547
HIGH SCHOOL (9-12)	2,020	24,692	0.0818
TOTAL	**5,935**	**NA**	**0.2404**

[1] California Department of Finance E-5 Population and Housing

[2] Numbers may not compute due to rounding.

BLENDED STUDENT GENERATION RATES

School Level	Blended Student Generation Rate [1]
ELEMENTARY SCHOOL (K-5)	0.1039
MIDDLE SCHOOL (6-8)	0.0547
HIGH SCHOOL (9-12)	0.0818
TOTAL	**0.2404**

[1] Student generation rates for each residential category were blended into a single student generation rate for each school level based on the percentage allocation residential categories of Total Projected Units.

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
DATE:	March 19, 2020
SUBJECT:	First Reading of Proposed Revision of Selected Board Policies and Administrative Regulations

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Background:

The Board of Education began the process of comprehensive review and revision of the entire Board Policies and Administrative Regulation Manual, contracting with the California School Boards Association (CSBA) – Governance and Management Using Technology (GAMUT), beginning in December 2005. CSBA – GAMUT provided consultation and facilitated the policy revision process. The District's continuing agreement with CSBA – GAMUT provides for suggested policy periodically throughout each calendar year.

The updates presented at this time are the December 2019 Board Policies sent to the District by CSBA. These policies have also been reviewed by a subcommittee consisting of two members of the Board of Education and appropriate administrative staff. Changes appear in red on the PDF version; text to be added is underlined and/or highlighted and text to be deleted is shown as struck through.

Discussion/Issues:

Copies of revised policies and administrative regulations will not be duplicated for general distribution. Copies may be obtained by contacting the Superintendent's Office at (818) 729-4422 or via e-mail at: KimberleyClark@burbankusd.org

Fiscal Impact:

None

Recommendation:

Matt Hill, Superintendent, will facilitate the Board's first reading of the proposed revision of selected Board Policies and Administrative Regulations from the California School Boards Association (CSBA) – Governance and Management Using Technology (GAMUT), as presented.

POLICY GUIDE SHEET
December 2019
Page 1 of 4

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

BP 2121 - Superintendent's Contract
(BP revised)

Policy updated to add professional development as an optional component that may be addressed in the superintendent's contract, consistent with CSBA's Superintendent Contract Template. Section on "Termination of Contract" deletes material related to maximum cash settlement requirements for contracts executed prior to January 1, 2016, since state law limits the term of the contract to a maximum of four years.

BP 3600 - Consultants
(BP revised)

Policy updated to reflect **NEW LAW (AB 5)** which codifies a three-part test, established in *Dynamex Operations West Inc. v. Superior Court of Los Angeles*, to determine whether a person providing services for remuneration should be classified as an employee or an independent contractor. Policy also updates the statement on nondiscrimination to include additional protected categories, and reflects law regarding harassment of or by an independent contractor.

AR 4030 - Nondiscrimination in Employment
(AR revised)

Regulation updated to reflect **NEW LAW (SB 778)** which delays until January 1, 2021 a requirement for districts with five or more employees to provide at least two hours of sexual harassment training to supervisory employees and at least one hour of sexual harassment training to nonsupervisory employees. Regulation also reflects **NEW LAW (AB 9)** which allows complaints of employment discrimination to be filed with the Department of Fair Employment and Housing up to three years after the alleged act.

BP 4033 - Lactation Accommodation
(BP revised)

Policy updated to reflect **NEW LAW (SB 142)** which mandates districts to adopt policy that addresses an employee's right to request lactation accommodation, the process by which the employee makes the request, the district's obligation to respond to the request, and the employee's right to file a complaint with the Labor Commissioner alleging any violation of the right to lactation accommodation. Policy also reflects provisions of SB 142 requiring districts to provide a lactation room or location with prescribed features, prohibiting districts from discriminating or retaliating against an employee who exercises the right to lactation accommodation, and authorizing districts with fewer than 50 employees to seek an exemption from the requirement to provide lactation accommodation if the district demonstrates that the requirement poses an undue hardship.

BP 4151/4251/4351 - Employee Compensation
(BP revised)

Policy updated to clarify that, in determining whether an executive, administrative, or professional employee is exempt from overtime rules, the salary threshold established by state law supersedes the threshold established by federal law (as raised by new federal rule September 24, 2019). Policy also deletes complex information on Internal Revenue Service forms that must be completed by employees who earn compensation over 9 or 10 months but elect to spread salary payments over 12 months, thereby creating "deferred compensation."

BP/AR 4218.1 - Dismissal/Suspension/Disciplinary Action (Merit System)
(BP revised; AR deleted)

Policy updated to clarify that dismissal of probationary classified employees may be done without cause, delete detailed procedures for disciplinary proceedings, and reflect due process rights that must be granted to permanent employees based on the court decision in *Skelly v. State Personnel Board.* Regulation deleted and districts encouraged to replace or supplement these materials with the rules of their personnel commission.

BP/AR 5116.1 - Intradistrict Open Enrollment
(BP/AR revised)

Policy and regulation updated to delete material related to transfers under the state Open Enrollment Act and federal Program Improvement, as those programs are no longer operational. Policy also reflects **NEW LAW (AB 1127)** which requires districts to approve an intradistrict transfer request for a student who is a victim of bullying, as defined. Optional item added for districts electing to offer intradistrict transfers to all students in a school identified by the California Department of Education (CDE) for comprehensive support and improvement (CSI), in which case priority must be given to the lowest achieving students from low-income families. Regulation revised to clarify timelines for transfers out of schools identified by CDE as "persistently dangerous." For districts that offer transfers out of CSI schools, regulation allows a transfer student the opportunity to remain in the school of enrollment until completing the highest grade offered at that school.

BP/AR 5117 - Interdistrict Attendance
(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 1127)** which requires districts to provide transportation assistance to transfer students who are victims of bullying or are children of active duty military parents/guardians, if they are also eligible for free or reduced-priced meals. Regulation updated to reflect provisions of AB 1127 which (1) prohibit consideration of specified characteristics when selecting students for transfer who are victims of bullying or children of active duty military parents/guardians and (2) require a district to accept a transfer out of the district for a victim of bullying if the district has only one school offering the student's grade level.

BP/AR/E 5118 - Open Enrollment Act Transfers
(BP/AR/E deleted)

Policy, regulation, and exhibit deleted since CDE no longer identifies low-achieving schools based on the Academic Performance Index for purposes of developing an Open Enrollment List of schools, in which students had the option to transfer to a higher achieving school within or outside the district.

AR 5125 - Student Records
(AR revised)

Regulation updated to reflect **NEW LAW (AB 711)** which requires districts to update the records of a former student who submits a written request or government-issued documentation of a name and/or gender change. Regulation also revised to reflect current law regarding the timeline for submitting the grade point average of students in grade 12 to the Student Aid Commission for use in the Cal Grant postsecondary financial aid program and the timeline for notifying students and parents/guardians of their right to opt out.

BP/AR 5131.2 - Bullying
(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 1127)** which requires a district to approve an intradistrict transfer request for a victim of bullying and, if the district does not have another school with the same grade level, allows a victim of bullying to transfer out of the district. Regulation updated to reflect **NEW LAW (AB 34)** which requires districts to make specified information on bullying and harassment prevention readily accessible on their web sites beginning in the 2020-21 school year.

BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions
(BP/AR revised)

Policy updated to reflect **NEW LAW (SB 233)** which authorizes the board to adopt policy allowing a parent/guardian, but not school personnel, to administer medicinal cannabis in a nonsmokeable, nonvapeable form at a school site to a student who is a qualified patient. Policy explains the conflict between state and federal law and provides options for districts to authorize or not authorize administration of medicinal cannabis at a school site. For districts that choose to authorize medicinal cannabis, policy reflects the components that are mandated to be in policy, including requirements for parents/guardians to provide a written medical recommendation for the student to be administered medicinal cannabis, sign in at the school before administering the cannabis, and remove any remaining cannabis from the school site. Regulation reflects **NEW LAW (AB 743)** which requires districts to accept a physician statement for inhaled asthma medication from a health plan operating under the laws of Mexico that is licensed in California.

BP/AR 6143 - Courses of Study
(BP/AR revised)

Policy updated to include the prohibition against providing any course separately on the basis of specified characteristics or refusing the participation of a student on any such basis. Policy also reflects the requirement to provide a list of courses certified as meeting California college admission criteria (i.e., "a-g" course requirements) to parents/guardians as well as students in grades 9-12. Regulation updates the list of course offerings for grades 7-12 to revise the description of the Bracero program, update the terminology for "foreign language" to "world language" consistent with current state law, reflect **NEW LAW (AB 1595)** which replaces references to "homemaking" with "family and consumer sciences," and delete outdated date for beginning instruction in compression-only cardiopulmonary resuscitation. Regulation also adds requirement, effective in the 2020-21 school year, to provide specified information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the Dream Act application, as appropriate, at least once before grade 12.

BP 6154 - Homework/Makeup Work
(BP revised)

Policy updated to reflect **NEW LAW (AB 982)** which requires that, when a parent/guardian of a student who has been suspended for two or more days requests homework that the student would have otherwise been assigned, teachers must provide such homework.

AR 6174 - Education for English Learners
(AR revised)

Regulation updated to clarify the process for assessment and identification of English learners, including additional notification requirements. Section on "Reclassification/Redesignation" revised to require English learners who are reclassified as fluent English proficient to be monitored for at least four years following their reclassification, consistent with CDE's Federal Program Monitoring instrument. Regulation also adds further information regarding the composition and duties of the school-level and district-level English Learner Advisory Committee.

AR 6175 - Migrant Education Program
(AR revised)

Regulation updated to reflect **NEW LAW (AB 1319)** which requires the immediate enrollment of migrant students even if they have outstanding fees, fines, textbooks, or other items or monies due to the school last attended, do not have clothing normally required by the school, or are unable to produce records normally required for enrollment. Regulation also reflects provision of AB 1319 which grants migrant students the right to remain in their school of origin, or in a school within the district of origin, regardless of any change in residence of the student.

BB 9150 - Student Board Members
(BB revised)

Bylaw updated to reflect **NEW LAW (AB 709)** which requires student board members to be appointed to board subcommittees in the same manner as other board members, be invited to attend other functions of the board, and receive all materials received by other board members between open meetings except materials that pertain to closed session items. Bylaw also reflects provisions of AB 709 which clarify that student board members are not considered members of a legislative body for purposes of the Brown Act, authorize the board to award elective course credit for student board member service, and authorize the board to appoint an alternate student board member if the student board member's duties are not being fulfilled.

SUPERINTENDENT'S CONTRACT

The Governing Board believes that the Superintendent's employment contract should outline the framework through which the Board and Superintendent will work together as a governance team to achieve district goals and objectives. When approving the Superintendent's employment contract, the Board shall consider the value of stability in district administration, the best use of district resources, and the Board's duty to ensure accountability to the public for the performance of the district's schools.

(cf. 0200 - Goals for the School District)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 2120 - Superintendent Recruitment and Selection)
(cf. 4312.1 - Contracts)
(cf. 9000 - Role of the Board)

The contract shall be reviewed by the district's legal counsel and may include the following:

1. Term of the contract, which shall be for no more than four years pursuant to Education Code 35031

2. Length of the work year and hours of work

3. Salary, health and welfare benefits, and other compensation for the position, including a statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the Board

(cf. 4154/4254/4354 - Health and Welfare Benefits)

4. Reimbursement of work-related expenses, including mileage reimbursement, consistent with Board policies, regulations, and guidelines applicable to other professional administrative staff

(cf. 3350 - Travel Expenses)

The contract may also address payment for professional dues and activities, the district's provision of cell phones or other technological devices, and the use of a personal vehicle.

(cf. 4040 - Employee Use of Technology)

5. Vacation, illness and injury leave, and personal leaves

(cf. 4161/4261/4361 - Leaves)
(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4161.2/4261.2/4361.2 - Personal Leaves)
(cf. 4161.5/4261.5/4361.5 - Military Leave)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

SUPERINTENDENT'S CONTRACT (continued)

6. Professional development

7. General duties and responsibilities of the position

(cf. 2110 - Superintendent Responsibilities and Duties)

8. Criteria, process, and procedure for annual evaluation of the Superintendent

(cf. 2140 - Evaluation of the Superintendent)

9. A statement that there shall be no automatic renewal or extension of the contract, although the Board can enter into a new contract with the Superintendent prior to the expiration of the existing contract

10. Timeline for providing written notice to the Superintendent if the Board does not wish to enter into a new contract, which shall be at least 45 calendar days in advance of the expiration of the term of the contract pursuant to Education Code 35031, and the responsibility of the Superintendent to remind the Board in writing and in a timely manner of the requirement to give notice

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

11. Conditions and process for termination of the contract, including the maximum cash settlement that the Superintendent may receive if the contract is terminated prior to its expiration date

12. Matters related to liability and indemnification against demands, claims, suits, actions, and legal proceedings brought against the Superintendent in the Superintendent's official capacity in the performance of employment-related duties

The Board may deliberate about the terms of the contract in closed session at a regular meeting. However, discussions regarding the salary, salary schedule, or other compensation may occur in the closed session of a regular meeting only between the Board and its designated representative(s), as permitted under Government Code 54957.6 (the "labor exception"), for the purpose of reviewing the Board's position and/or instructing the designated representative(s) prior to or during bona fide negotiations with the current or prospective Superintendent. Such deliberations shall not be held during a special meeting. (Government Code 54956, 54957, 54957.6)

The Board may consult with district legal counsel prior to holding a closed session with the designated representative(s) to discuss compensation to be paid to the current or prospective Superintendent.

SUPERINTENDENT'S CONTRACT (continued)

(cf. 9320 - Meetings and Notices)
(cf. 9321 - Closed Session)

Terms of the contract shall remain confidential until the ratification process commences.

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board shall take final action on the Superintendent's contract during an open session of a regularly scheduled Board meeting, and that action shall be reflected in the Board's minutes. At that meeting, prior to taking action, the Board shall orally report a summary of the recommendation for the final action on the Superintendent's salary or compensation in the form of fringe benefits. (Government Code 3511.1, 53262, 54953)

Copies of the contract and other public records created or received in the process of developing the recommendation related to the Superintendent's salary, benefits, and other compensation shall be available to the public upon request. (Government Code 53262, 54953)

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)

Termination of Contract

Prior to the expiration of the contract, the Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

In such an event, the maximum cash settlement that the Superintendent may receive upon termination of the contract shall not exceed the Superintendent's monthly salary multiplied by the number of months left on the contract or the Superintendent's monthly salary multiplied by 12, whichever is less. (Government Code 53260)

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the same duration of time as covered in the settlement or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, no cash or noncash settlement of any amount shall be provided. (Government Code 53260)

SUPERINTENDENT'S CONTRACT (continued)

In addition, if the Superintendent is convicted of a crime involving an abuse of office or position, the Superintendent shall reimburse the district for payments received as paid leave salary pending investigation or as cash settlement upon termination, and for any funds expended by the district in defending the Superintendent against a crime involving the Superintendent's office or position. (Government Code 53243-53243.4, 53260)

Legal Reference:

EDUCATION CODE
35031 Term of employment
41325-41328 Conditions of emergency apportionment
GOVERNMENT CODE
3511.1-3511.2 Local agency executives
6250-6270 California Public Records Act
53243-53243.4 Abuse of office
53260-53264 Employment contracts
54953 Oral summary of recommended salary and benefits of superintendent
54954 Time and place of regular meetings
54956 Special meetings
54957 Closed session personnel matters
54957.1 Closed session, public report of action taken
54957.6 Closed sessions regarding employee matters
UNITED STATES CODE, TITLE 26
105 Self-insured medical reimbursement plan; definition of highly compensated individual
UNITED STATES CODE, TITLE 42
300gg-16 Group health plan; nondiscrimination in favor of highly compensated individuals
CODE OF FEDERAL REGULATIONS, TITLE 26
1.105-11 Self-insured medical reimbursement plan
COURT DECISIONS
San Diego Union v. City Council (1983) 146 Cal.App.3d 947
ATTORNEY GENERAL OPINIONS
57 Ops. Cal. Atty. Gen. 209 (1974)

Management Resources:

CSBA PUBLICATIONS
Superintendent Contract Template
ATTORNEY GENERAL PUBLICATIONS
The Brown Act: Open Meetings for Local Legislative Bodies, 2003
WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
California Office of the Attorney General: https://oag.ca.gov

CONSULTANTS

The Governing Board authorizes the use of consultants and other independent contractors to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by district staff because of limitations of time, experience, or knowledge. Individuals, firms, or organizations employed as independent contractors may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional, or other matters.

(cf. 3551 - Food Service Operations/Cafeteria Fund)

As part of the contract process, the Superintendent or designee shall determine that the individual, firm, or organization is properly classified as an independent contractor. A person, firm, or organization shall be considered an employee rather than an independent contractor unless the district is able to demonstrate that all of the following conditions have been met: (Labor Code 2750.3)

1. The person or entity is free from the control and direction of the district in connection with the performance of the work.

2. The person or entity is performing work that is outside the usual course of the district providing educational services.

3. The person or entity is customarily engaged in an independently established trade, occupation, or business of the same nature as the work to be performed.

Specific statutory exceptions to this analysis for the determination of whether a person, firm, or organization is an independent contractor may apply. (Labor Code 2750.3)

All consultant contracts shall be brought to the Board for approval.

(cf. 3311 - Bids)
(cf. 3312 - Contracts)
(cf. 4132/4232/4332 - Publication or Creation of Materials)

All qualified independent contractors shall be accorded equal opportunity for contracts regardless of actual or perceived race, color, national origin, ancestry, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, immigration status, or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 220; Government Code 12940)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)
(cf. 4030 - Nondiscrimination in Employment)

CONSULTANTS (continued)

Independent contractors shall submit a written conflict of interest statement disclosing financial interests as determined necessary by the Superintendent or designee, depending on the range of duties to be performed by the consultant. The Superintendent or designee shall consider this statement when deciding whether to recommend approval of the contract.

Any consultant hired by the district who is subject to the filing requirements in the district's conflict of interest code shall file a Statement of Economic Interests within the time period required by law. (Government Code 87302)

(cf. 9270 - Conflict of Interest)

When employees of a public university, county office of education, or other public agency serve as consultants or independent contractors in other capacities for the district, they shall certify as part of the agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for the district.

The Board prohibits the harassment of an independent contractor by any district employee or by any other person with whom the independent contractor comes in contact during the course of employment with the district. Additionally, the Board prohibits the harassment of a district employee by an independent contractor. Any complaint of harassment shall be investigated and resolved in accordance with applicable district complaint procedures. (Government Code 12940)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Legal Reference: (see next page)

CONSULTANTS (continued)

Legal Reference:

EDUCATION CODE
220 Prohibition of discrimination
10400-10407 Cooperative improvement programs
17596 Limit on continuing contracts
35010 Control of districts; prescription and enforcement of rules
35172 Promotional activities
35204 Contract with attorney
44925 Part-time readers employed as independent contractors
45103 Classified service in districts not incorporating the merit system
45103.5 Contracts for food service consulting services
45134-45135 Employment of retired classified employee
45256 Merit system districts; classified service; positions established for professional experts on a temporary basis
GOVERNMENT CODE
12940 Unlawful employment practices
53060 Contract for special services and advice
82019 Designated employee
87302 Conflict of interest code
LABOR CODE
2750.3 ABC three-part test: employees and independent contractors
UNEMPLOYMENT INSURANCE CODE
606.5 Determination of employment status
621 Employer and employee defined
CODE OF REGULATIONS, TITLE 2
18700.3 Consultant
COURT DECISIONS
Dynamex Operations West, Inc. v. Superior Court of Los Angeles (2018) 4 Cal. 5th 903
S.G. Borello & Sons, Inc. v. Department of Industrial Relations (1989) 48 Cal. 3d 341

NONDISCRIMINATION IN EMPLOYMENT

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or other person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1240 - Volunteer Assistance)
(cf. 3312 - Contracts)
(cf. 3600 - Consultants)
(cf. 4032 - Reasonable Accommodation)

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to organize and manage the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Assistant Superintendent of Human Resources_____
(position title)
1900 W. Olive Avenue, Burbank, CA 91506_____
(address)
(818) 729-4410_____
(telephone number)
sarahniemann@burbankusd.org_____
(email)

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees, and post electronically in a conspicuous location on computers for employee use, up-to-date California Department of Fair Employment and Housing (DFEH) posters on the prohibition of workplace discrimination and harassment, the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth (Government Code 12950; 2 CCR 11013, 11023, 11049)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)

NONDISCRIMINATION IN EMPLOYMENT (continued)

a. Including them in each announcement, bulletin, or application form that is used in employee recruitment

b. Posting them in all district schools and offices, including staff lounges and other prominent locations

c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 4111/4211/4311 - Recruitment and Selection)

3. Disseminate the district's nondiscrimination policy and administrative regulation to all employees by one or more of the following methods: (2 CCR 11023)

a. Printing and providing a copy to all employees, with an acknowledgment form for each employee to sign and return

b. Sending a copy via email with an acknowledgment return form

c. Posting a copy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies

d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation session

e. Any other way that ensures employees receive and understand the policy

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior

5. Provide training regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

The district may also provide bystander intervention training to employees which includes information and practical guidance on how to recognize potentially problematic behaviors and which may motivate them to take action when they

NONDISCRIMINATION IN EMPLOYMENT (continued)

observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law

7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce (2 CCR 11023)

Complaint Procedure

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. **Notice and Receipt of Complaint:** A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The complainant's direct supervisor may be bypassed in filing a complaint when the supervisor is the subject of the complaint.

   The complainant may first attempt to resolve the situation informally with the complainant's supervisor before filing a written complaint.

   A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

   The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, any available evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. **Investigation Process:** The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

NONDISCRIMINATION IN EMPLOYMENT (continued)

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed as necessary to conduct an effective investigation.

(cf. 3580 - District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out the investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed in order to prevent further incidents. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

NONDISCRIMINATION IN EMPLOYMENT (continued)

A summary of the findings shall be presented to the complainant and the person accused.

4. **Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 9321 - Closed Session)

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either DFEH or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. For filing a complaint with DFEH alleging a violation of Government Code 12940-12952, within three years of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)

2. For filing a complaint with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)

3. For filing a complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

LACTATION ACCOMMODATION

The Governing Board recognizes the immediate and long-term health benefits of breastfeeding and desires to provide a supportive environment for any district employee to express milk for an infant child upon returning to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation to express breast milk for an infant child while at work.

(cf. 4030 - Nondiscrimination in Employment)

An employee shall notify the employee's supervisor or other appropriate personnel in advance of the intent to request an accommodation. The supervisor shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.

Lactation accommodations shall be granted unless limited circumstances exist as specified in law. (Labor Code 1031, 1032; 29 USC 207)

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s). (Labor Code 1034)

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute the policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave. (Labor Code 1034)

(*cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

Break Time and Location Requirements

The district shall provide a reasonable amount of break time to accommodate an employee each time the employee has a need to express breast milk for an infant child. (Labor Code 1030)

To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 207)

LACTATION ACCOMMODATION (continued)

The employee shall be provided the use of a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area. The room or location provided shall meet the following requirements: (Labor Code 1031; 29 USC 207)

1. Is shielded from view and free from intrusion while the employee is expressing milk

2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382

3. Contains a place to sit and a surface to place a breast pump and personal items

4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump

5. Has access to a sink with running water and a refrigerator or, if a refrigerator cannot be provided, another cooling device suitable for storing milk in close proximity to the employee's workspace

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes. (Labor Code 1031)

Dispute Resolution

An employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

(cf. 4144/4244/4344 - Complaints)

Legal Reference: (see next page)

LACTATION ACCOMMODATION (continued)

Legal Reference:

EDUCATION CODE
200-262.4 Educational equity; prohibition of discrimination on the basis of sex
CIVIL CODE
43.3 Right of mothers to breastfeed in any public or private location
GOVERNMENT CODE
12926 Definition of sex; breastfeeding
12940 Unlawful discriminatory employment practices
12945 Unlawful discrimination based on pregnancy, childbirth, or related medical conditions
LABOR CODE
1030-1034 Lactation accommodation
6382 Procedure for listing hazardous substances
CODE OF REGULATIONS, TITLE 2
11035-11051 Unlawful sex discrimination; pregnancy and related medical conditions
UNITED STATES CODE, TITLE 29
207 Fair Labor Standards Act; lactation accommodation

Management Resources:

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS
Rest Periods/Lactation Accommodation, Frequently Asked Questions
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS
Lactation Accommodation for Employers
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
Lactation Support Program Toolkit
FEDERAL REGISTER
Reasonable Break Time for Nursing Mothers, December 21, 2010, Vol. 75, No. 244, pages 80073-80079
OFFICE OF THE SURGEON GENERAL PUBLICATIONS
The Surgeon General's Call to Action to Support Breastfeeding, 2011
HEALTH RESOURCES AND SERVICES ADMINISTRATION PUBLICATIONS
The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite, Toolkit, 2008
U.S. DEPARTMENT OF LABOR, WAGE AND HOUR DIVISION, PUBLICATIONS
Frequently Asked Questions- Break Time for Nursing Mothers
Fact Sheet #73: Break Time for Nursing Mothers under the FLSA, rev. April 2018
WEB SITES
California Department of Industrial Relations, Division of Labor and Standards Enforcement: http://www.dir.ca.gov/dlse California Department of Public Health: http://www.cdph.ca.gov
California Women, Infants and Children Program: http://www.wicworks.ca.gov
Centers for Disease Control and Prevention: http://www.cdc.gov
Health Resources and Services Administration: http://www.hrsa.gov
Office of the Surgeon General: http://www.surgeongeneral.gov
U.S. Department of Labor, Wage and Hour Division, Break Time for Nursing Mothers: http://www.dol.gov/whd/nursingmothers

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

(cf. 3100 - Budget)
(cf. 3400 - Management of Districts Assets/Accounts)
(cf. 4000 - Concepts and Roles)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162, 45268)

(cf. 4121 - Temporary/Substitute Personnel)
(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

(cf. 4030 - Nondiscrimination in Employment)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4312.1 - Contracts)

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

District employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in

EMPLOYEE COMPENSATION (continued)

one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, employees shall be exempt from overtime rules if they are employed as teachers or school administrators or if they qualify as being employed in an executive, administrative, or professional capacity and are paid a monthly salary that is at least twice the state minimum wage for full-time employment. (Labor Code 510, 515; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt district operations. (29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

(cf. 3580 - District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference: (see next page)

EMPLOYEE COMPENSATION (continued)

Legal Reference:

EDUCATION CODE
45022-45061.5 Salaries, especially:
45023 Availability of salary schedule
45028 Salary schedule for certificated employees
45160-45169 Salaries for classified employees
45268 Salary schedule for classified service in merit system districts
GOVERNMENT CODE
3540-3549 Meeting and negotiating, especially:
3543.2 Scope of representation
3543.7 Duty to meet and negotiate in good faith
LABOR CODE
226 Employee access to payroll records
232 Disclosure of wages
510 Overtime compensation; length of work day and week; alternative schedules
515 Overtime exemption for administrative, executive, and professional employees
CODE OF REGULATIONS, TITLE 8
11040 Wages and hours; definitions of administrative, executive, and professional employees
UNITED STATES CODE, TITLE 26
409A Deferred compensation plans
UNITED STATES CODE, TITLE 29
201-219 Fair Labor Standards Act, especially:
203 Definitions
207 Overtime
213 Exemptions from minimum wage and overtime requirements
CODE OF FEDERAL REGULATIONS, TITLE 26
1.409A-1 Definitions and covered plans
CODE OF FEDERAL REGULATIONS, TITLE 29
516.4 Notice of minimum wage and overtime provisions
516.5-516.6 Records
541.0-541.710 Exemptions for executive, administrative, and professional employees
553.1-553.51 Fair Labor Standards Act; applicability to public agencies
COURT DECISIONS
Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

Management Resources:

WEB SITES
CSBA: http://www.csba.org
Internal Revenue Service: http://www.irs.gov
School Services of California, Inc.: http://www.sscal.com
U.S. Department of Labor, Wage and Hour Division: https://www.dol.gov/whd

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM)

The Governing Board expects all employees to perform their jobs satisfactorily and exhibit professional and appropriate conduct. A classified employee may be disciplined for unprofessional conduct or unsatisfactory performance in accordance with law, any applicable collective bargaining agreement, and the rules of the personnel commission.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4000 - Concepts and Roles)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult Student Interactions)
(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4200 - Classified Personnel)

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal.

The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

A probationary classified employee may be dismissed without cause at any time prior to the expiration of the probationary period.

(cf. 4216 - Probationary/Permanent Status)

A permanent classified employee shall be subject to suspension, demotion, or dismissal only for one or more of the causes designated by rule of the personnel commission. (Education Code 45302, 45304)

When such serious disciplinary action is being contemplated against an employee, the district shall adhere to disciplinary procedures developed by the personnel commission. Due process shall be afforded to the employee, including proper notice, an opportunity for the employee to meet with a designated district official ("Skelly officer") or to respond in writing to the charges, and an opportunity to appeal the district's decision with the personnel commission in accordance with Education Code 45305-45307. If the matter is addressed in a hearing before the personnel commission, the decision of the personnel commission shall be final.

However, if the matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a minor, the matter shall be referred to an administrative

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

law judge to determine whether sufficient cause exists for disciplinary action against the employee. The ruling of the administrative law judge shall be binding on the district and the employee. (Education Code 45312)

Legal Reference:

EDUCATION CODE
35161 Delegation of powers and duties
44009 Conviction of specified crimes
44010 Sex offense
44011 "Controlled substance offense" defined
44031 Personnel file
44940 Leave of absence; employee charged with mandatory or optional leave of absence offense
44940.5 Compulsory leave of absence
44990-44994 Testimony of minor witnesses at dismissal or suspension hearings
45101 Definitions (including "disciplinary action," "cause")
45109 Fixing of duties
45123 Employment after conviction of sex or narcotics offense
45124 Dismissal of sexual psychopath
45202 Transfer of accumulated sick leave and other benefits following dismissal
45240-45320 Merit system, classified employees, especially:
45302-45307 Suspension, dismissal, or other disciplinary action; classified employees
CODE OF CIVIL PROCEDURE
1286.2 Grounds for vacating decision of arbitrator
GOVERNMENT CODE
11500-11529 Administrative adjudication
12900-12996 Fair Employment and Housing Act
54957 Brown Act open meeting laws; closed session
HEALTH AND SAFETY CODE
11054 Schedule I; substances included
11055 Schedule II, substances included
11056 Schedule III, substances included
11357-11361 Marijuana
11363 Peyote
11364 Opium
11370.1 Possession of controlled substances with a firearm

Legal Reference continued: (see next page)

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (MERIT SYSTEM) (continued)

Legal Reference: (continued)

PENAL CODE
187 Murder
667.5 Sex offenders
830.32 Peace officers employed by district
1192.7 Violent or serious felony
11165.2-11165.6 Child abuse or neglect, definitions
VEHICLE CODE
1808.8 School bus drivers; dismissal for safety-related cause
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act
COURT DECISIONS
California School Employees Association v. Bonita Unified School District (2008) No. B200141
California School Employees v. Livingston Union School District (2007) 149 Cal.App 4th 391
CSEA v. Foothill Community College District (1975) 52 Cal. App. 3rd 150, 155-156
Skelly v. State Personnel Board (1975) 15 Cal. 3d 194
California School Employees Association v. Personnel Commission (1970) 3 Cal.3d 139

Management Resources:

CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION PUBLICATIONS
Merit Rules and Regulations: CSPCA Recommended Personnel Policies and Procedures Manual for California School Merit Systems, 2014
WEB SITES
California School Personnel Commissioners Association: https://meritsystem.org

INTRADISTRICT OPEN ENROLLMENT

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also maximizing the efficient use of district facilities and resources. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

(cf. 5116.2 - Involuntary Student Transfers)
(cf. 5117 - Interdistrict Attendance)

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of their residence within the district. (Education Code 35160.5)

(cf. 5111.1 - District Residency)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

(cf. 5116 - School Attendance Boundaries)

The Superintendent or designee shall grant priority for the enrollment of a student in a district school outside of the student's attendance area, if the student:

1. Is enrolled in a district school designated by the California Department of Education (CDE) as "persistently dangerous" (20 USC 7912; 5 CCR 11992)

(cf. 0450 - Comprehensive Safety Plan)

2. Is a victim of a violent crime while on school grounds (20 USC 7912)

3. Is a victim of an act of bullying committed by another district student, as determined through an investigation following the parent/guardian's submission of a written complaint with the school, district, or local law enforcement agency pursuant to Education Code 234.1 (Education Code 46600)

   If the district school requested by the student is at maximum capacity, the Superintendent or designee shall accept an intradistrict transfer request for another district school. (Education Code 46600)

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5131.2 - Bullying)

INTRADISTRICT OPEN ENROLLMENT (continued)

~~4. Is currently enrolled in a district school identified by CDE for comprehensive support and improvement, with priority given to the lowest academically achieving students from low-income families as determined pursuant to 20 USC 6313(a)(3) (20 USC 6311)~~

(cf. 0520.1 - Comprehensive and Targeted Support and Improvement)

4~~5~~. Is experiencing special circumstances that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official or a social worker, or a properly licensed or registered professional, including, but not necessarily limited to, a psychiatrist, psychologist, marriage and family therapist, clinical social worker, or professional clinical counselor

b. A court order, including a temporary restraining order and injunction

5~~6~~. Is a sibling of another student already attending that school

6~~7~~. Has a parent/guardian whose primary place of employment is that school

7. Priority may be given to students attending Transitional Kindergarten at a regionalized school site (that is not his/her home school site) to attend that same school (K-5) should parents/guardians request that the student remain at that site. This does not apply to Junior Kindergarten students.

(cf. 6170.1 - Transitional Kindergarten)

8. Priority may be given to students on an intradistrict permit, who have applied to the feeder school of the site they are currently attending.

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law and Board policy, applications for intradistrict open enrollment shall be submitted between February and March of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment, ~~and~~ available space, and union contracts. (Education Code 35160.5)

Except for the enrollment priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine which students shall be admitted whenever a district school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance. However, existing entrance criteria may be used for enrolling students in specialized schools or programs, provided that the criteria are uniformly applied to all applicants. In addition, academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

(cf. 6172 - Gifted and Talented Student Program)

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

(cf. 5116 - School Attendance Boundaries)

Transfer of Attendance of Resident Student

The Board of Education endorses the neighborhood public school concept. However, the Board of Education recognizes that parents who are residents of Burbank may wish to choose a school of attendance other than the assigned school. The Board of Education desires to provide options that meet the diverse needs and interests of district students and annually reviews enrollment options. The Board of Education believes that parental choice through intradistrict transfers should be included as an integral feature of a well-rounded educational environment. Home school attendance areas are established to optimize use of existing facilities and to avoid crowded conditions.

Change of Schools at the Time of Change of Residence

Students who move from one school attendance area to another school attendance area may be maintained at the school of attendance for the remainder of the school year. Parents may apply to remain through the highest grade level of that school. Failure of the parent/guardian to notify the school of change of residence may result in immediate disenrollment.

Priority Criteria for Intradistrict Transfers

An intradistrict transfer may, upon special conditions, be considered. Such conditions are stated within this policy. In the event that special conditions exist, placement shall be honored according to the following criteria until a given school has reached its defined enrollment capacity for a given year:

1. Students who reside in a school attendance area are placed first in the school of residence. No student who currently resides in the attendance area of a school shall be displaced by students transferring from outside the attendance area.

2. The district shall direct the parent/guardian of the student to enroll in another school in the district when the enrollment capacity of a given school is reached, and the enrollment is "capped" in the school of residence.

3. Students whose residence is not within the school's attendance area, but who are currently attending a school due to a previously approved intradistrict transfer may continue in the school of attendance through the highest grade level of that school.

4. Students who are eligible for, and have been enrolled under the provisions related to special circumstances, shall be considered enrolled in the school of attendance.

5. Students who are residents of the district who apply under the provisions of an intradistrict transfer to change schools. Intradistrict permits changing placement will be effective the first day of school.

Special Circumstance

Students are expected to attend the school in the attendance area in which they live. Exceptions to this policy shall be considered on the following basis:

1. Overcrowding: When the enrollment capacity of one school makes it necessary to move students to a school that is less crowded as directed by the Superintendent or designee. Should the capping of a school be removed, the Superintendent or designee will provide direction as to the manner in which students may be eligible to return to their school of residence.

2. Administrative Transfer: Student Services may, in individual cases, determine that a transfer to another site is in the best interest of the student. If after a reasonable period of time, the student is not benefiting from the transfer, he or she may be reassigned to his/her school of residence.

3. Academies: When academies are available only at a high school outside of the student's regular school of attendance.

4. Special Education: Students may be required to transfer from the school of residence to another school for a particular special education program.

5. Enrollment in Child Development Centers: Resident students who participate in children's center programs will be placed by the Child Development Office in cooperation with Student Services, on a space available basis, where space permits. Such placements may be other than the school of attendance where the student resides within the district.

6. Student Services receiving requests for admission shall give priority for attendance to siblings of students already in attendance in that school.

Intradistrict Transfers for Attendance of Resident Students

Pursuant to Education Code 35160.5(c), the Board establishes the following policy of Intradistrict Transfer from within the district for residents of the district.

1. Parents/guardians of district resident students shall be notified in writing of the opportunity to apply for placement in a district school other than the student's school of residence.

2. Applications for Intradistrict Transfers will be available at all school sites and from the district office. Completed applications must be returned to the district office by the deadline date stated under Terms and Conditions.

3. A random, unbiased lottery process which assures all applicants an equal chance of having an application drawn, will be conducted annually by the Superintendent's designee.

4. The Superintendent or designee shall inform all applicants whether applications are approved, denied, or placed on a waiting list. If denied, reason for denial shall be stated.

5. Each spring, after (1) the projected enrollment relative to school capacity has been reviewed, to include students returning on administrative transfer from "capped" schools; and (2) a determination has been made by the district and school administrator that spaces for intradistrict transfers are available, placement of students from a school-by-school grade level waiting list shall be made. The process of placing students shall be completed one week prior to the start of the fall semester.

6. Once enrolled in a school through intradistrict transfer, a student shall not have to apply for readmission to remain at that school site.

7. Upon promotion from grade 5 or grade 8, (intradistrict transfer) students will have to return to their school of residence. The student's parent/guardian may make application through the Intradistrict Transfer procedure to establish a position on a waiting list for the next school level.

Non-Requirements to the District

In implementing intradistrict transfers, except for Special Education, the district is not required to:

1. Provide transportation for students who have opted to attend a school outside of their school of residence. Transportation must be provided by the parent/guardian.

2. Make alterations in the structure or grounds of any schools or make alterations to the arrangement or function of rooms within the district schools.

3. Establish and offer any particular program in a school if such a program is not offered.

4. Alter or waive any established criteria for participation in a particular program including age requirements, course prerequisites, and required levels of performance.

5. Adjust staffing of personnel to accommodate the transfers of students.

6. The California Interscholastic Federation Southern Section Constitution and Bylaws determines athletic eligibility. The district cannot guarantee that its intradistrict attendance permit process will meet the guidelines and/or timelines mandated in the CIF-SS Transfer Rule. Parents must verify eligibility with the CIFS.

Transportation

In general, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

However, upon parent/guardian request, the district shall provide transportation assistance to any student who is eligible for free or reduced-price meals and whose enrollment in a district school outside the student's attendance area is a result of being a victim of bullying. (Education Code 46600)

(cf. 3250 - Transportation Fees)
(cf. 3540 - Transportation)

Legal Reference: (see next page)

INTRADISTRICT OPEN ENROLLMENT (continued)

Legal Reference:
EDUCATION CODE
200 Prohibition against discrimination
35160.5 District policies; rules and regulations
35291 Rules
35351 Assignment of students to particular schools
46600-46611 Interdistrict attendance agreements
48200 Compulsory attendance
48204 Residency requirements for school attendance
48300-48316 Student attendance alternatives, school district of choice program
48980 Notice at beginning of term
CODE OF REGULATIONS, TITLE 5
11992-11994 Definition of persistently dangerous schools
UNITED STATES CODE, TITLE 20
6311 State plans
6313 Eligibility of schools and school attendance areas; funding allocation
7912 Transfers from persistently dangerous schools
COURT DECISIONS
Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275
ATTORNEY GENERAL OPINIONS
85 Ops.Cal.Atty.Gen. 95 (2002)

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Public School Choice FAQs
Every Student Succeeds Act - Update #8, July 14, 2017
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Unsafe School Choice Option, May 2004
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education: http://www.ed.gov

INTRADISTRICT OPEN ENROLLMENT

Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 calendar days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In making the determination that a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and parent/guardian in making the offer. If the parent/guardian elects to transfer the student, the transfer shall be completed as soon as practicable.

Transfers from a "Persistently Dangerous" School

Upon receipt of notification from the California Department of Education (CDE) that a district school has been designated as "persistently dangerous," intradistrict transfers shall be granted as follows:

1. Within 10 days of receipt of the notification from CDE, the Superintendent or designee shall provide parents/guardians of students attending the school with notice of the school's designation. Along with this notification, or at least 14 calendar days before the start of the school year, the Superintendent or designee shall provide a list of other district schools to which any student of the school that is designated as persistently dangerous may transfer.

(cf. 0450 - Comprehensive Safety Plan)

~~2. Parents/guardians who desire to transfer their child out of the school shall provide a written response to the Superintendent or designee and shall rank order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students.~~

~~3. The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. The Superintendent or designee shall notify the parents/guardians of the assigned school.~~

INTRADISTRICT OPEN ENROLLMENT (continued)

4. For students whose parents/guardians accept the offer, the transfer shall be made as quickly as possible. If the parents/guardians decline the assigned school, the student may remain in the current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

(cf. 5117 - Interdistrict Attendance)

Other Intradistrict Open EnrollmentTransfers

Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of those schools and open enrollment applications shall be available at each school site, the district office, and on the district's web site.

2. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.

3. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.

4. Approved applicants must confirm their enrollment within 10 two (2) school days. If parent/guardian does not wish to accept the intradistrict transfer, the application is forfeited and the next application on the waiting list will be considered.

5. Approved applications must enroll in the accepted school of placement within five business days. Once enrolled, a student shall not be required to reapply for readmission.

6. Any complaints regarding the selection process shall be submitted to the Superintendent or designee.

~~Any student who is granted a transfer out of a school that had been identified by CDE for comprehensive support and improvement shall be allowed to remain in the school of enrollment until completing the highest grade offered at that school. (20 USC 6311)~~

~~*(cf. 0520.1 - Comprehensive and Targeted Support and Improvement)*~~

~~A student granted intradistrict enrollment under other circumstances shall not be required to reapply for readmission but may be subject to displacement due to excessive enrollment.~~

~~Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.~~

(cf. 1312.3 - Uniform Complaint Procedures)

Transfer Back to School of Residence

Students approved for an Intradistrict transfer shall abide by all school rules and procedures. Students may be transferred back to their home school of residence for any of the following reasons:

1. Excessive absences, including period-by-period absences, and/or tardies.

2. Failure to notify school of change of residence.

3. Fraudulent registration or address.

The district reserves the right to make any necessary adjustments.

Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 35160.5, 48980)

1. All options for meeting residency requirements for school attendance:

   a. Intradistrict - Burbank residents only

   b. Interdistrict – Based on parent/guardian employment

   c. Residency for homeless children

(cf. 5111.1 - District Residency)

2. Program options offered within local attendance areas

3. A description of any special program options available on both an interdistrict and intradistrict basis

4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied

5. A district application form for requesting a change of attendance can be obtained by contacting Student Services

6. The explanation of attendance options under California law as provided by CDE

(cf. 5145.6 - Parental Notifications)

INTERDISTRICT ATTENDANCE

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

(cf. 5111.1 - District Residency)
(cf. 5116.1 - Intradistrict Open Enrollment)

~~OPTION 1:~~ Interdistrict Attendance Agreements and Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed upon by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

~~OPTION 2: School District of Choice Program~~

~~The Board has designated the district as a "school district of choice" and shall accept students who reside within other California school districts who wish to attend a district school.~~

~~The Board shall, by resolution, annually establish the number of students who will be accepted into the district through this program based on recommendations by the Superintendent or designee as to the number of transfer students the district will be able to accept and the schools, grades, and programs that will be able to accept the students. Once established, the district shall accept all students who apply to transfer into the district until the district is at maximum capacity, as required pursuant to Education Code 48301.~~

~~Students shall be admitted to district schools through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a student should be enrolled based upon the student's academic or athletic performance, physical condition, proficiency in English, any of the individual characteristics set forth in Education Code 200, or family income. (Education Code 48301)~~

~~If the number of transfer applications exceeds the number of transfers the Board has elected to accept, approval for transfer shall be determined by a random drawing held in public at a regularly scheduled Board meeting. (Education Code 48301)~~

INTERDISTRICT ATTENDANCE (continued)

Because the district admits students in accordance with the school district of choice program, the Superintendent or designee shall not admit students based on individual interdistrict attendance permits pursuant to Education Code 46600-46610 except under extraordinary circumstances.

The Superintendent or designee shall keep an accounting of all requests for admittance through the school district of choice program and a record of their disposition, including, but not limited to, all of the following: (Education Code 48313)

1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial

2. The number of students transferred into and out of the district pursuant to this program

3. The race, ethnicity, gender, self-reported socioeconomic status, eligibility for free or reduced-price meals, and the district of residence for each student transferred into or out of the district pursuant to this program

4. The number of students transferred into or out of the district pursuant to this program who are classified as English learners or students with disabilities

5. As applicable, the number of students described in items #3 and 4 above who are provided transportation assistance to a district school or program, and the total number of students provided transportation assistance, pursuant to the school district of choice program

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items #1-5 above. No later than October 15 of each year, the Superintendent or designee shall provide the same information for the current school year, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, and the Superintendent of Public Instruction. (Education Code 48313)

The district's compliance with specified program requirements shall be reviewed as part of the annual district audit conducted pursuant to Education Code 41020. (Education Code 48301)

(cf. 3460 - Financial Reports and Accountability)

Transportation

Upon parent/guardian request, the district shall provide transportation assistance to a student receiving an interdistrict transfer who is eligible for free and reduced-price meals and is the

INTERDISTRICT ATTENDANCE (continued)

child of an active duty military parent/guardian or a victim of bullying, as defined in Education Code 46600. (Education Code 46600)

(cf. 3553 - Free and Reduced Price Meals)

In addition, upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for any interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE
8151 Apprentices, exemption from interdistrict attendance agreement
41020 Annual district audits
46600-46610 Interdistrict attendance agreements
48204 Residency requirements for school attendance
48300-48317 Student attendance alternatives, school district of choice program
48900 Grounds for suspension or expulsion; definition of bullying
48915 Expulsion; particular circumstances
48915.1 Expelled individuals; enrollment in another district
48918 Rules governing expulsion procedures
48980 Notice at beginning of term
48985 Notices to parents in language other than English
52317 Regional occupational center/program, enrollment of students, interdistrict attendance
CALIFORNIA CONSTITUTION
Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin
COURT DECISIONS
Walnut Valley Unified School District v. the Superior Court of Los Angeles County (2011) 192 Cal.App.4th 234
Crawford v. Huntington Beach Union High School District (2002) 98 Cal.App.4th 1275
ATTORNEY GENERAL OPINIONS
87 Ops.Cal.Atty.Gen. 132 (2004)
84 Ops.Cal.Atty.Gen. 198 (2001)

Management Resources:

WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov

INTERDISTRICT ATTENDANCE

~~OPTION 1:~~ Interdistrict Attendance Agreements and Permits

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student of either district to enroll in the other district may be issued upon approval of both districts.

The district shall post on its web site the procedures and timelines for requesting an interdistrict transfer permit, including a link to BP 5117 - Interdistrict Attendance. The posted information shall include, but is not limited to: (Education Code 46600.1, 46600.2)

1. The date upon which the district will begin accepting and processing interdistrict transfer requests for the following school year

2. The reasons for which the district may approve or deny a request, and any information or documents that must be submitted as supporting evidence

3. If applicable, the process and timelines by which a denial of a request may be appealed within the district before the district renders a final decision

4. A statement that failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request

5. Applicable timelines for processing a request, including the following statements:

    a. For an interdistrict transfer request received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.

    b. For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.

6. The conditions under which an existing interdistrict transfer permit may be revoked or rescinded

Priority for interdistrict attendance shall be given to a student who has been determined, through an investigation by either the district of residence or district of proposed enrollment, to be a victim of an act of bullying, as defined in Education Code 48900(r), committed by a student of the district of residence. (Education Code 46600)

INTERDISTRICT ATTENDANCE (continued)

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5131.2 - Bullying)

Until the district is at maximum capacity, the district shall accept any student whose interdistrict transfer application is based on being the victim of an act of bullying or a child of an active duty military parent/guardian. The district shall ensure that such students are admitted through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a student should be enrolled based on academic or athletic performance, physical condition, proficiency in English, family income, or any of the individual characteristics set forth in Education Code 220, including, but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status. (Education Code 46600)

In addition, the Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

~~1. To meet the child care needs of the student, only as long as the student's child care provider remains within district boundaries~~

~~*(cf. 5148 - Child Care and Development)*~~

1 When the student has a parent or legal guardian who is a permanent, full-time employee within the district boundaries.

~~2~~. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel

(cf. 6159 - Individualized Education Program)

3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance

4. To allow the student to complete a school year when the student's parents/guardians have moved out of the district during that year

5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school

6. To allow a high school senior to attend the same school attended as a junior, even if the student's family moved out of the district during the junior year

7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district

8. When the student will be living out of the district for one year or less

9. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.12 - District School Attendance Review Board)

10. When there is valid interest in a particular educational program not offered in the district of residence

11. To meet the childcare needs of the student. Such a student may be allowed to continue to attend district schools only as long as they continue to use a childcare provider within district boundaries.

(cf. 5148 - Child Care and Development)

12. To provide a change in school environment for reasons of personal and social adjustment

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district shall not deny continued attendance because of overcrowded facilities at the relevant grade level.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

The Superintendent or designee may admit students and conduct reviews of student permits based on the following criteria:

1. Appropriate documentation from their district of residence to include:

   a. Interdistrict release/transfer form

   b. Academic transcript, attendance, and discipline records

2. The student maintains a record of passing grades, attendance, and discipline, which will be reviewed upon enrollment and during the 5th, 8th and 10th grade year and at any time a review is requested.

3. The student is a twelfth grader whose residence has changed to or from the district. The student must have earned 160 credits towards the commencement requirements of 230 credits to be eligible for admission.

4. Either parent/guardian is employed full-time within the district boundaries and provides documentation upon request of the district of current full-time employment from the employer by means of two of the following:

a. Payroll verification

b. Employer letter specifying work hours on business letterhead

c. Business license for a business located in Burbank (if self-employed)

Incoming Interdistrict Attendance Requests

The Superintendent or designee will place students based upon space availability at a site determined by the district.

1. The district will make every attempt to place siblings of concurrently enrolled students at the same school.

2. Interdistrict permits will not be granted when it has been determined by the district that the enrollment or grade level capacity of a school has been reached.

Transportation is the responsibility of the parent/guardian and is only provided to students attending any district school on interdistrict attendance permits to the extent required by state or federal law.

The district is under no obligation to provide childcare services, but if desired, parents/guardians may submit applications to the district Children's Center.

The California Interscholastic Federation Southern Section Constitution and Bylaws determines athletic eligibility. The district cannot guarantee that its interdistict attendance permit process will meet the guidelines and/or timelines mandated in the CIF-SS transfer rule.

Each interdistrict attendance permit shall stipulate the terms and conditions established by both districts under which interdistrict attendance shall be permitted, denied, or revoked, and any standards for reapplication. (Education Code 46600)

If the transfer request is for a school year that begins within 15 calendar days of the receipt of the request, the Superintendent or designee shall notify the parent/guardian of the final decision within 30 calendar days of receiving the request. If the transfer request is for a school year that begins more than 15 calendar days after the receipt of the request, the parent/guardian shall be notified of the final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction during that school year. (Education Code 46600.2)

If a student's interdistrict transfer request is denied, the Superintendent or designee shall, in writing, notify the parents/guardians of their right to appeal to the County Board of Education within 30 calendar days from the date of the final denial. (Education Code 46600.2)

(cf. 5145.6 - Parental Notifications)

All notices to parents/guardians regarding the district's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code 48985, and may be provided by regular mail, electronic format if the parent/guardian provides an

email address, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 46600.2)

Pending a decision by the two districts or by the County Board on appeal, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months, provided the district is the district of proposed enrollment. If the decision has not been rendered by the conclusion of two school months and the districts or County Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally admitted. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Once a student is admitted to a school on the basis of an interdistrict attendance permit, the student shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school of enrollment, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded after June 30 following a student's completion of grade 10 or for any student entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

~~**OPTION 2: School District of Choice Program**~~

~~The Superintendent or designee shall communicate with parents/guardians regarding transfer opportunities under the school district of choice program. Communications sent to parents/guardians shall be available in all languages for which translations are required pursuant to Education Code 48985, shall be factually accurate, and shall not target particular neighborhoods or individual parents/guardians on the basis of a child's actual or perceived academic or athletic skill or any other personal characteristic. (Education Code 48301, 48980)~~

~~The Superintendent or designee shall also make public announcements regarding district schools, programs, policies, and procedures, including transportation options if applicable, during the enrollment period. (Education Code 48312)~~

~~The Superintendent or designee may hold informational meetings on the district's current educational programs, so that parents/guardians can provide input to the district on methods to improve current programs and make informed decisions regarding their children's education. (Education Code 48302)~~

~~The process for student transfers into the district under the school district of choice program, including, but not limited to, any applicable form, the timeline for a transfer, and an explanation of the selection process, shall be posted on the district's web site. (Education Code 48301)~~

~~*(cf. 1113 - District and School Web Sites)*~~

Parents/guardians shall submit applications for interdistrict attendance to the district office before January 1 of the school year preceding the school year for which the student is requesting to be transferred. The application deadline may be waived upon agreement between the district and the student's district of residence. (Education Code 48308)

The application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48308)

(cf. 6173.2 - Education of Children of Military Families)

Any existing entrance criteria for specialized schools or programs shall be uniformly applied to all applicants. (Education Code 48305)

The district may deny a transfer into the district under the school district of choice program if the transfer would require the district to create a new program to serve that student, except that the district shall not reject the transfer of a student with disabilities or an English learner. (Education Code 48303)

Whenever the number of transfer applications exceeds the number of interdistrict transfers that may be accepted as annually determined by the Governing Board, students accepted for transfer shall be selected by a random drawing held in public at a regularly scheduled Board meeting before February 15 of the school year preceding the school year for which the transfer is sought. (Education Code 48301)

Priority for transfer under the school district of choice program shall be granted as follows: (Education Code 48306)

1. First priority shall be given to siblings of students already in attendance in the district.

2. Second priority shall be given to students eligible for free or reduced-price meals.

(cf. 3553 - Free and Reduced Price Meals)

3. Third priority shall be given to children of military personnel.

INTERDISTRICT ATTENDANCE (continued)

No later than February 15 of the school year preceding the school year for which the student is requesting to be transferred, the Superintendent or designee shall notify the parent/guardian in writing whether the application has been provisionally accepted or rejected or of the student's position on any waiting list. (Education Code 48308)

If a student's application for transfer is accepted, the Superintendent or designee shall so notify the student's district of residence no later than February 15 of the school year preceding the school year for which the student is requesting to be transferred. (Education Code 48308)

The number of students accepted for transfer into the district, by school and grade level, shall be reported to the district of residence on or before February 15. (Education Code 48308)

If a student's application is denied, the Superintendent or designee shall notify the student's parents/guardians that the number of students requesting to transfer exceeded the district's capacity and that the student was not selected during the random drawing. Such determination shall be accurately recorded in the minutes of the Board meeting at which the determination was made. (Education Code 48308)

(cf. 9324 - Minutes and Recordings)

For a student whose parent/guardian was relocated by the military less than 90 days prior to the submission of the application, the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon acceptance, the student may immediately enroll in a district school. (Education Code 48308)

Vacancies may be filled from the waiting list until May 1 of the school year preceding the school year for which students are requesting to be transferred. (Education Code 48308)

The final number of students enrolled in the district through the school district of choice program, by school and grade level, along with the names of the students, shall be reported to the district of residence on or before May 2. (Education Code 48308)

Students admitted through the school district of choice program are deemed to have fulfilled district residency requirements pursuant to Education Code 48204. (Education Code 48301)

(cf. 5111.1 - District Residency)
(cf. 5116.1 - Intradistrict Open Enrollment)

INTERDISTRICT ATTENDANCE (continued)

Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts transfer students from other districts. (Education Code 48308)

Even if the district withdraws from participation in the program, students who attended or received a notice of acceptance into the district before the Board's resolution of withdrawal shall be permitted to attend school in the district, and admitted high school students may continue attending school in the district until they graduate from high school. (Education Code 48307, 48308)

The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) the student has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress. (Education Code 48309)

(cf. 6146.3 - Reciprocity of Academic Credit)

The district may revoke a student's enrollment if the student is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)

Appeal of Denial of Request for an Interdistrict Attendance Permit

(cf. 5145.6 - Parental Notifications)

1. Denial by the district of an interdistrict attendance permit may be appealed in writing according to the following sequence:

   a. First, to the Director of Student Services who denied the request for an interdistrict attendance permit.

   b. If denied by the Superintendent or designee, an appeal can be made to the Los Angeles County Board of Education.

      The Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601.

2. Appeals to the Los Angeles County Board of Education:

   a. Appeals must be submitted to the Los Angeles County Board of Education within 30 calendar days of the district's failure or refusal to issue the permit or enter into an agreement allowing attendance.

b. Failure to appeal within the required time is good cause for denial of an appeal.

c. An appeal shall be accepted only upon verification by the county board's designee that appeals within the district have been exhausted.

d. If new evidence or grounds for request are introduced the county board may remand the matter further for consideration by the district or districts.

e. In all other cases, the appeal shall be granted or denied on its merits.

Transfers Out of the District

A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, provided the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

If the district is unable to provide an intradistrict transfer to a student who is a victim of an act of bullying, as defined in Education Code 46600, the district shall not prohibit the student from transferring out of the district if the district of proposed enrollment approves the application for transfer. (Education Code 46600)

The district may limit transfers out of the district to a school district of choice under any of the following circumstances: (Education Code 48307)

1. The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance.

2. The County Superintendent of Schools has given the district a negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.

(cf. 3100 - Budget)

3. The Board determines that the transfer would negatively impact any of the following: (Education Code 48307)

   a. A court-ordered desegregation plan

   b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31

   c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31

STUDENT RECORDS

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of the employee's duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 34 CFR 99.3)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8

(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police/Security Department)

4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student

5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

STUDENT RECORDS (continued)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name

2. The name of the student's parent/guardian or other family members

3. The address of the student or student's family

4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)

5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name

6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty

7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

STUDENT RECORDS (continued)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose official duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require access to information contained in student records.

School officials and employees are officials or employees, including teachers, whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require access to student records. (34 CFR 99.31)

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)

2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records (34 CFR 99.3, 99.5)

3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(cf. 6159 - Individualized Education Program)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a dependent child as defined under 26 USC 152 (Education Code 49076; 34 CFR 99.31)

STUDENT RECORDS (continued)

2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076)

3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)

4. Members of a school attendance review board (SARB) appointed pursuant to Education Code 48321 who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.12 - District School Attendance Review Board)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

   Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at the last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

   No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student's parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)

STUDENT RECORDS (continued)

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)

9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

   Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)

11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)

12. Any probation officer, district attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

    When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

STUDENT RECORDS (continued)

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

    In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

14. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)

    Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district (Education Code 49069.3)

(cf. 6164.6 - Identification and Education Under Section 504)
(cf. 6173.1 - Education for Foster Youth)

15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)

(cf. 6173 - Education for Homeless Children)

16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)

17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))

STUDENT RECORDS (continued)

18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

    When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)

19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5)

    In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district in California or any other state or to a California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49061, 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

STUDENT RECORDS (continued)

Discretionary Access

At the discretion of the Superintendent or designee, information may be released from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

   When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

   Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations in order to carry out their accrediting functions (Education Code 49076; 34 CFR 99.31)

3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)

   a. The study is conducted in a manner that does not permit personal identification of students or parents/guardians by individuals other than representatives of the organization who have legitimate interests in the information.

   b. The information is destroyed when no longer needed for the purposes for which the study is conducted.

   c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.

STUDENT RECORDS (continued)

4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)

5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)

6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the district, excluding volunteers or other parties (Education Code 49076)

(cf. 3600 - Consultants)

7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31)

8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the limits set by 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.37)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

STUDENT RECORDS (continued)

De-identification of Records

When authorized by law for any program audit, educational research, or other purpose, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 20 USC 1232g; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians and adult students shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative policy controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When required by law, a student's parent/guardian or an adult student shall provide written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian or adult student, the district shall provide a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian or adult student refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

STUDENT RECORDS (continued)

Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The custodian of records shall also make an entry in the log regarding any request for record(s) that was denied and the reason for the denial.

The log shall include requests for access to records by:

1. Parents/guardians or adult students

2. Students who are 16 years of age or older or who have completed the 10th grade

3. Parties obtaining district-approved directory information

4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075

5. School officials and employees who have a legitimate educational interest

6. Law enforcement personnel seeking to enforce immigration laws

The log shall be open to inspection only by the parent/guardian, adult student, dependent adult student, custodian of records, and certain state or federal officials specified in Education Code 49064. (Education Code 49064; 5 CCR 432)

STUDENT RECORDS (continued)

Duplication of Student Records

To provide copies of any student record, the district may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

(cf. 3260 - Fees and Charges)

Changes to Student Records

Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - Challenging Student Records)

No additions or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student. (Education Code 49062.5, 49070; 5 CCR 437)

When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the district shall update the former student's records to reflect the updated legal name and/or gender. Upon request by the former student, the district shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. The district is not required to modify records that the former student has not requested for modification or reissuance. (Education Code 49062.5)

(cf. 5145.3 - Nondiscrimination/Harassment)

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information: (Education Code 49062.5)

1. The date of the request

2. The date the requested records were reissued to the former student

3. A list of the records that were requested by and reissued to the former student

STUDENT RECORDS (continued)

4. The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender

5. The name of the employee who completed the request

6. The current and former names and/or genders of the student

Any former student who submits a request to change the legal name or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and AR 5125.3 - Challenging Student Records.

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student

2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

3. Sex of student

4. Name and address of parent/guardian of minor student

    a. Address of minor student if different from the above

    b. Annual verification of parent/guardian's name and address and student's residence

(cf. 5111.1 - District Residency)

5. Entrance and departure dates of each school year and for any summer session or other extra session

6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given towards graduation

STUDENT RECORDS (continued)

(cf. 5121 - Grades/Evaluation of Student Achievement)

7. Verification of or exemption from required immunizations

(cf. 5141.31 - Immunizations)

8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

2. A log identifying persons or organizations who request or receive information from the student record

3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge

(cf. 6159 - Individualized Education Program)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

5. Language training records

(cf. 6174 - Education for English Learners)

6. Progress slips/notices required by Education Code 49066 and 49067

7. Parental restrictions/stipulations regarding access to directory information

8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action

STUDENT RECORDS (continued)

9. Parent/guardian authorization or prohibition of student participation in specific programs

10. Results of standardized tests administered within the past three years

(cf. 6162.51 - State Academic Achievement Tests)

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program and their usefulness ceases, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings

2. Standardized test results older than three years

3. Routine disciplinary data

(cf. 5144 - Discipline)

4. Verified reports of relevant behavioral patterns

5. All disciplinary notices

6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of rights regarding student records, including a parent/guardian's right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

STUDENT RECORDS (continued)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in the student's suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security)
(cf. 5119 - Students Expelled From Other Districts)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices in that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063, 48985; 34 CFR 99.7)

STUDENT RECORDS (continued)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein

2. The title(s) of the official(s) responsible for maintaining each type of record

3. The location of the log identifying those who request information from the records

4. District criteria for defining school officials and employees and for determining legitimate educational interest

5. District policies for reviewing and expunging student records

6. The right to inspect and review student records and the procedures for doing so

7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights

8. The cost, if any, charged for duplicating copies of records

9. The categories of information defined as directory information pursuant to Education Code 49073

10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law

11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

STUDENT RECORDS (continued)

In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.

Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety

2. Provide a student with access to any information that the district obtained from the student's social media activity and an opportunity to correct or delete such information

3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first

4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or the student's parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.

5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:

    a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or the student's parent/guardian

    b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

BULLYING

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

(cf. 5131 - Conduct)
(cf. 5136 - Gangs)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6020 - Parent Involvement)

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

(cf. 1312.3 - Uniform Complaint Procedures)

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying

BULLYING (continued)

requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination
32282 Comprehensive safety plan
32283.5 Bullying; online training
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
46600 Student transfers
48900-48925 Suspension or expulsion
48985 Translation of notices
52060-52077 Local control and accountability plan
PENAL CODE
422.55 Definition of hate crime
647 Use of camera or other instrument to invade person's privacy; misdemeanor
647.7 Use of camera or other instrument to invade person's privacy; punishment
653.2 Electronic communication devices, threats to safety
CODE OF REGULATIONS, TITLE 5
4600-4670 Uniform complaint procedures
UNITED STATES CODE, TITLE 47
254 Universal service discounts (e-rate)
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
110.25 Notification of nondiscrimination on the basis of age
COURT DECISIONS
Wynar v. Douglas County School District, (2013) 728 F.3d 1062
J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094
Lavine v. Blaine School District, (2002) 279 F.3d 719

BULLYING (continued)

Management Resources:

CSBA PUBLICATIONS
Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010
Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Bullying Module
California's Social and Emotional Learning: Guiding Principles, 2018
Social and Emotional Learning in California: A Guide to Resources, 2018
Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008
Bullying at School, 2003
CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS
Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
Guidance to America's Schools: Bullying of Students with Disabilities, October 2014
Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010
Dear Colleague Letter: Harassment and Bullying, October 2010
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss
California Office of the Attorney General: http://oag.ca.gov
Center on Great Teachers and Leaders: https://gtlcenter.org
Collaborative for Academic Social and Emotional Learning: https://casel.org
Common Sense Media: http://www.commonsensemedia.org
National School Safety Center: http://www.schoolsafety.us
Partnership for Children and Youth: https://www.partnerforchildren.org
U.S. Department of Education: http://www.ed.gov

BULLYING

Examples of Prohibited Conduct

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6163.4 - Student Use of Technology)

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures

2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm

3. Social/relational bullying: An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public

4. Cyberbullying: An act such as sending demeaning or hateful text messages or emails, spreading rumors by email or by posting on social networking sites, or posting or sharing embarrassing photos, videos, web site, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate

(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)

BULLYING (continued)

2. Providing information to students, through student handbooks, district and school web sites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying

3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously

4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias

5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

Staff Development

The Superintendent or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the California Department of Education (CDE) online training module on the dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Education Code 32283.5)

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences

2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims

3. Identify the signs of bullying or harassing behavior

4. Take immediate corrective action when bullying is observed

BULLYING (continued)

5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Information and Resources

The Superintendent or designee shall post on the district's web site, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following: (Education Code 234.6)

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6

(cf. 5141.52 - Suicide Prevention)

2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8

3. Title IX information included on the district's web site pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's web site pursuant to Education Code 221.6

4. District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media

6. A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5.

7. Any additional information the Superintendent or designee deems important for preventing bullying and harassment

(cf. 1113 - District and School Web Sites)

Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

BULLYING (continued)

(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

(cf. 1312.3 - Uniform Complaint Procedures)

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully

BULLYING (continued)

or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5116.2 - Involuntary Student Transfers)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Support Services

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should be able to participate in the educational program.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

(cf. 5141.24 - Specialized Health Care Services)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing parents/guardians to administer medication to their child at school, designate other individuals to do so on their behalf, and, with the student's authorized health care provider's approval, request the district's permission for the student to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

(cf. 1250 - Visitors/Outsiders)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.23 - Asthma Management)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)
(cf. 6116 - Classroom Interruptions)

The Superintendent or designee shall make epinephrine auto-injectors available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The Superintendent or designee shall make naloxone hydrochloride or another opioid antagonist available for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

~~**OPTION 1:** The parent/guardian of a student who is a qualified patient pursuant to Health and Safety Code 11362.7-11362.85 may administer medicinal cannabis, excluding medicinal~~

~~**ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS** (continued)~~

~~cannabis or cannabis products in a smokeable or vapeable form, to the student at a school site. School personnel are not authorized to administer medicinal cannabis to a student. (Education Code 49414.1)~~

~~Before administering medicinal cannabis at a school site, the parent/guardian shall provide to the principal or designee a valid written medical recommendation for the student to be given medicinal cannabis, which shall be kept on file at the school. The parent/guardian shall sign in at the school site before administering the medication, and shall not administer the medication in a manner that disrupts the educational environment or exposes other students. After the parent/guardian administers the medication, the parent/guardian shall remove any remaining medicinal cannabis from the school site. (Education Code 49414.1)~~

~~**OPTION 2:**~~ Because of the conflict between state and federal law regarding the legality of medicinal cannabis, the Board prohibits the administration of medicinal cannabis to students on school grounds by parents/guardians or school personnel.

The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

Legal Reference:

EDUCATION CODE
48980 Notification at beginning of term
49407 Liability for treatment
49408 Emergency information
49414 Emergency epinephrine auto-injectors
49414.3 Emergency medical assistance; administration of medication for opioid overdose
49414.5 Providing school personnel with voluntary emergency training
49422-49427 Employment of medical personnel, especially:
49423 Administration of prescribed medication for student
49423.1 Inhaled asthma medication
49480 Continuing medication regimen; notice
BUSINESS AND PROFESSIONS CODE
2700-2837 Nursing, especially:
2726 Authority not conferred
2727 Exceptions in general
3501 Definitions
4119.2 Acquisition of epinephrine auto-injectors
4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist
HEALTH AND SAFETY CODE
11362.7-11362.85 Medicinal cannabis
CODE OF REGULATIONS, TITLE 5
600-611 Administering medication to students
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act of 1974
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 21
812 Schedules of controlled substances
844 Penalties for possession of controlled substance
UNITED STATES CODE, TITLE 29
794 Rehabilitation Act of 1973, Section 504
COURT DECISIONS
American Nurses Association v. Torlakson, (2013) 57 Cal.4th 570

Management Resources: (see next page)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS
Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015
Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006
Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007
Program Advisory on Medication Administration, 2005
NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS
Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003
WEB SITES
CSBA: http://www.csba.org
American Diabetes Association: http://www.diabetes.org
California Department of Education: http://www.cde.ca.gov/ls/he/hn
National Diabetes Education Program: http://www.ndep.nih.gov
U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

(cf. 5141.23 - Asthma Management)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.

2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794).

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Submitting the parent/guardian written statement and the authorized health care provider's written statement each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600, 626)

2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed. (Education Code 49480)

3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student

2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication

3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration

4. Contain an acknowledgment that the parent/guardian understands the responsibilities to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment

5. Contain an acknowledgment that the parent/guardian understands the right to terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that the student be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration

2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to the student, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

2. That the individual is permitted to be on the school site

3. Any limitations on the individual's authority

Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer prescribed medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)

2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)

3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)

4. If a parent/guardian has requested that the student be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)

5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)

6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation

7. Possible side effects of the medication

8. Name, address, telephone number, and signature of the student's authorized health care provider

For self-administration of inhaled asthma medication, the district shall accept a written statement from a physician or surgeon contracted with a health plan licensed pursuant to Health and Safety Code 1351.2. Such written statement shall be in English and Spanish, and shall include the name and contact information for the physician or surgeon. (Education Code 49423.1)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

District Responsibilities

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement

2. Accept delivery of medications from parents/guardians and count and record them upon receipt

3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be administered

4. Maintain for each student a medication log which may:

   a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information

   b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication

5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student

6. Ensure that student confidentiality is appropriately maintained

(cf. 5125 - Student Records)

7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities

(cf. 5148.2 - Before/After School Programs)
(cf. 6145.2 - Athletic Competition)
(cf. 6153 - School-Sponsored Trips)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

8. Report to a student's parent/guardian and the site administrator any refusal by the student to take the medication

9. Keep all medication to be administered by the district in a locked drawer or cabinet

10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects

11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose

12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances

13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance

14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Emergency Epinephrine Auto-Injectors

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

(cf. 3290 - Gifts, Grants and Bequests)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

(cf. 3580 - District Records)

Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

A school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

COURSES OF STUDY

The Governing Board recognizes that a well-aligned sequence of courses fosters academic growth and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful academically, professionally, and personally.

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, the Superintendent or designee shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, only utilizes prerequisites that are essential to success in a given program or course, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

The district shall not provide any course separately on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability or require or refuse participation by any of its students on any such basis. (5 CCR 4940)

(cf. 0415 - Equity)
(cf. 5145.3 - Nondiscrimination/Harassment)

Elementary Grades

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

Secondary Grades

The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. (Education Code 51228)

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6141.5 - Advanced Placement)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6178 - Career Technical Education)

COURSES OF STUDY (continued)

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation. (Education Code 51224, 51228)

The Superintendent or designee shall develop a process by which courses that meet California college admission criteria (referred to as "a-g" course requirements) are submitted to the University of California for review and certification. The Superintendent or designee shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to all students in grades 9-12 and their parents/guardians, and shall make updated lists readily available. (Education Code 51229, 66204)

Legal Reference:

EDUCATION CODE
33319.3 Driver education; CDE materials on road rage
33540 Government and civics instruction in interaction with government agencies
48980 Parental notifications
51202 Instruction in personal and public health and safety
51203 Instruction on alcohol, narcotics and restricted dangerous drugs
51204 Course of study designed for student's needs
51204.5 Social science instruction; history of California; contributions of various groups
51210-51212 Course of study for grades 1-6
51220-51229 Course of study for grades 7-12
51241 Exemption from physical education
51911-51921 Comprehensive health education
51930-51939 Comprehensive sexual health and HIV/AIDS prevention instruction
51940 Curriculum for brain and spinal cord injury prevention
60040-60052 Requirements for instructional materials
66204 Certification of high school courses as meeting university admission criteria
HEALTH AND SAFETY CODE
11032 Definitions of dangerous drugs
CODE OF REGULATIONS, TITLE 5
4940 Nondiscrimination; course access
10020-10043 Automobile driver education and training
10060 Physical education program
UNITED STATES CODE, TITLE 20
6111-6251 School-to-Work Opportunities Act of 1994

Management Resources: (see next page)

COURSES OF STUDY (continued)

Management Resources:

WEB SITES

CSBA: http://www.csba.org
American Health Association: https://www.heart.org
American Red Cross, Hands-Only CPR: https://www.redcross.org/take-a-class
California Career Resource Network: http://www.californiacareers.info
California Colleges.edu: http://www.californiacolleges.edu
California Department of Education: https:// www.cde.ca.gov
California State University, Admission Requirements: http://www.csumentor.edu/planning/high_school
University of California, a-g Course Submissions: https://hs-articulation.ucop.edu/guide/update-your-a-g-list/submitting-courses
University of California, List of Approved a-g Courses: https://hs-articulation.ucop.edu/agcourselist

COURSES OF STUDY

Grades 1-6

Courses of study for grades 1-6 shall include the following:

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)

(cf. 6142.92 - Mathematics Instruction)

3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)

    a. The history, resources, development, and government of California and the United States

        Instruction shall include the early history of California and a study of the role and contributions of men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
(cf. 6142.3 - Civic Education)
(cf. 6142.94 - History-Social Science Instruction)

    b. The development of the American economic system, including the role of the entrepreneur and labor

    c. The relations of persons to their human and natural environments

    d. Eastern and western cultures and civilizations

    e. Contemporary issues

COURSES OF STUDY (continued)

f. The wise use of natural resources

(cf. 6142.5 - Environmental Education)

4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

(cf. 6142.93 - Science Instruction)

5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

(cf. 6142.6 - Visual and Performing Arts Education)

6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)

   a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation when appropriate equipment is available

(cf. 6142.8 - Comprehensive Health Education)

   b. Fire prevention

   c. The protection and conservation of resources, including the necessity for the protection of the environment

   d. Venereal disease

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

   e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

(cf. 5131.6 - Alcohol and Other Drugs)

   f. Violence as a public health issue

7. Physical education, with emphasis on physical activities conducive to health and vigor of body and mind (Education Code 51210)

(cf. 6142.7 - Physical Education and Activity)

COURSES OF STUDY (continued)

8. Violence awareness and prevention

9. Career awareness exploration

(cf. 6178 - Career Technical Education)

Grades 7-12

Courses of study for grades 7-12 shall include the following:

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)

   a. The history, resources, development, and government of California and the United States, including instruction in:

      (1) The early history of California and a study of the role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5)

      (2) World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time

      (3) The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war

      (4) The Bracero program, in which there was a 1942 agreement between the United States and Mexico authorizing the temporary migration of laborers to the United States

COURSES OF STUDY (continued)

b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

This course may include participation in a teen court or peer court program. (Education Code 51220.2)

(cf. 5138 - Conflict Resolution/Peer Mediation)

c. The development of the American economic system, including the role of the entrepreneur and labor

d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

(cf. 6142.5 - Environmental Education)

e. Eastern and western cultures and civilizations

f. Human rights issues, with particular attention to the study of the inhumanity of genocide (which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides), slavery, and the Holocaust

g. Contemporary issues

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
(cf. 6142.3 - Civic Education)
(cf. 6142.94 - History-Social Science Instruction)

3. World language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

(cf. 6142.2 - World Language Instruction)

4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

(cf. 6142.7 - Physical Education and Activity)

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

COURSES OF STUDY (continued)

(cf. 6142.93 - Science Instruction)

6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)

(cf. 6142.92 - Mathematics Instruction)

7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

(cf. 6142.6 - Visual and Performing Arts Education)

8. Applied arts: consumer education, family and consumer sciences education, industrial arts, general business education, or general agriculture (Education Code 51220)

9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

(cf. 6178 - Career Technical Education)

10. Comprehensive sexual health and HIV prevention (Education Code 51225.36, 51934)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)

    a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation (CPR) when appropriate equipment is available

       Instruction shall be provided in compression-only CPR based on national guidelines and shall include hands-on practice. (Education Code 51225.6)

    b. Fire prevention

    c. The protection and conservation of resources, including the necessity for the protection of the environment

    d. Venereal disease

COURSES OF STUDY (continued)

e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 6142.8 - Comprehensive Health Education)

f. Prenatal care

g. Violence as a public health issue

12. Violence awareness and prevention

13. Ethnic studies

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education, including, but not limited to, child growth and development, parental responsibilities, household budgeting, child abuse and neglect issues, personal hygiene, maintenance of healthy relationships, teen parenting issues, and self-esteem. (Education Code 51220.5)

(cf. 5146 - Married/Pregnant/Parenting Students)

High schools shall offer automobile driver education that includes instruction in: (Education Code 51220, 51220.1, 51220.4)

1. Vehicle Code provisions and other relevant state laws

2. Proper acceptance of personal responsibility in traffic

3. Appreciation of the causes, seriousness, and consequences of traffic accidents

4. Knowledge and attitudes necessary for the safe operation of motor vehicles

5. The safe operation of motorcycles

6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle

7. The rights and duties of a motorist as they pertain to pedestrians and the rights and duties of pedestrians as they pertain to traffic laws and traffic safety

Certification of College Preparatory Courses

The Superintendent or designee shall identify district courses that may qualify for designation as "a-g" college preparatory courses, including courses in history-social science,

COURSES OF STUDY (continued)

English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives. The Superintendent or designee shall submit any necessary information regarding each identified course to the University of California (UC) for "a-g" designation.

Notification and Information to Students in Grades 9-12

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. A brief explanation of the course requirements for admission to UC and the California State University (CSU)

2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU

3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)

4. The Internet address for the portion of the CDE web site where students can learn more about career technical education

5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

The Superintendent or designee shall provide information to students and parents/guardians regarding the completion and submission of the Free Application for Federal Student Aid (FAFSA) and/or the Dream Act application at least once before grade 12. (Education Code 51225.8)

(cf. 5145.6 - Parental Notifications)
(cf. 6164.2 - Guidance/Counseling Services)

HOMEWORK/MAKEUP WORK

The Governing Board recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.

The Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians.

Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

(cf. 6011 - Academic Standards)

As needed, teachers may receive training in designing relevant homework assignments that reinforce classroom learning objectives.

(cf. 4131 - Staff Development)

Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. ~~Students shall receive credit for work that is completed late in order to encourage their continued learning.~~

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, learn to work independently, and develop good personal study habits.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. ~~Homework guidelines shall also be included in student and/or parent/guardian handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.~~

Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. When a student repeatedly fails to complete homework, the teacher shall notify the student's parents/guardians as soon as possible ~~so that corrective action can be taken prior to the release of any final grades or report cards~~.

HOMEWORK/MAKEUP WORK (continued)

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

~~To further support students' homework efforts, the Superintendent or designee may establish and maintain electronic forums, provide access to school library media centers and technological resources, and/or provide before-school and after-school programs where students can receive homework assistance from teachers, volunteers, and/or student tutors. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of homework support services.~~

~~*(cf. 1240 - Volunteer Assistance)*~~
~~*(cf. 1700 - Relations between Private Industry and the Schools)*~~
~~*(cf. 3541 - Transportation Routes and Services)*~~
~~*(cf. 5148 - Child Care and Development)*~~
~~*(cf. 5148.2 - Before/After School Programs)*~~
~~*(cf. 6112 - School Day)*~~
~~*(cf. 6142.4 - Service Learning/Community Service Classes)*~~
~~*(cf. 6163.1 - Library Media Centers)*~~

Teachers shall review all completed homework to assess the student's understanding of academic content and shall provide timely feedback to the student.

Makeup Work

Students who ~~are~~ have an excused absence~~t~~ from school shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall notify parents/guardians that no student may have a grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5145.6 - Parental Notifications)

Suspended Students

When a parent/guardian of a student who has been suspended for two or more school days requests homework that the student would otherwise have been assigned, the student's teacher shall provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment shall not be included in the calculation of the student's overall grade in the class. (Education Code 48913.5)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

EDUCATION CODE
8420-8428 21st Century High School After School Safety and Enrichment for Teens
8482-8484.65 After School Education and Safety Program
8484.7-8484.9 21st Century Community Learning Centers
48205 Absences for personal reasons
48913 Completion of work missed by suspended student
48913.5 Homework assignments for suspended students
48980 Parental notifications
UNITED STATES CODE, TITLE 20
7171-7176 21st Century Community Learning Centers

Management Resources:

CSBA PUBLICATIONS
Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016
WEB SITES
CSBA: http://www.csba.org
California State PTA: http://www.capta.org

EDUCATION FOR ENGLISH LEARNERS

Definitions

English learner means a student who is age 3-21 years, who is enrolled or is preparing to enroll in an elementary or secondary school, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the student the ability to meet state academic standards, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in society. An English learner may include a student who was not born in the United States or whose native language is a language other than English; a student who is Native American or Alaska Native, or a native resident of the outlying areas, who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or a student who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant. (Education Code 306; 20 USC 7801)

Designated English language development means instruction provided during a time set aside in the regular school day for focused instruction on the state-adopted English language development standards to assist English learners to develop critical English language skills necessary for academic content learning in English. (5 CCR 11300)

Integrated English language development means instruction in which the state-adopted English language development standards are used in tandem with the state-adopted academic content standards. Integrated English language development includes specially designed academic instruction in English. (5 CCR 11300)

Native speaker of English means a student who has learned and used English at home from early childhood and English has been the primary means of concept formation and communication. (Education Code 306)

Identification and Assessments

Upon enrollment in the district, each student's primary language shall be determined through the use of a home language survey. (Education Code 52164.1; 5 CCR 11307, 11518.5)

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be initially assessed for English proficiency using the English Language Proficiency Assessments for California (ELPAC). Prior to administering the ELPAC, the Superintendent or designee shall notify the student's parent/guardian in writing that the student will be administered the initial ELPAC. (Education Code 313, 52164.1; 5 CCR 11518.5)

EDUCATION FOR ENGLISH LEARNERS (continued)

Administration of the ELPAC, including the use of variations and accommodations in test administration when authorized, shall be conducted in accordance with test publisher instructions and 5 CCR 11518.5-11518.35.

(cf. 6159 - Individualized Education Program)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6164.6 - Identification and Education Under Section 504)

Based on the initial assessment, the student shall be classified either as initially fluent in English proficient or as an English learner. The Superintendent or designee shall notify the student's parent/guardian, in writing, of the results of the ELPAC initial assessment within 30 calendar days after the student's date of initial enrollment, or, if administered prior to the student's initial date of enrollment, up to 60 calendar days prior to such enrollment, but not before July 1 of the school year of the student's initial enrollment. The notice shall indicate whether the student met the ELPAC initial assessment criterion for proficiency and include the district's contact information for use if the parent/guardian has questions or concerns regarding the student's classification. (5 CCR 11518.5)

Each year after a student is identified as an English learner and until the student is redesignated as English proficient, the summative assessment of the ELPAC shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

The Superintendent or designee shall notify parents/guardians of their child's results on the summative assessment of the ELPAC within 30 calendar days following receipt of the results from the test contractor or, if the results are received from the test contractor after the last day of instruction for the school year, within 15 working days of the start of the next school year. (Education Code 52164.1; 5 CCR 11518.15)

(cf. 5145.6 - Parental Notifications)

The parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title I or Title III funds shall receive notification of the assessment of the student's English proficiency. Such notice shall be provided not later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code 313.2, 440; 20 USC 6312)

1. The reason for the identification of the student as an English learner and the need for placement in a language acquisition program

2. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement

EDUCATION FOR ENGLISH LEARNERS (continued)

3. A description of the language acquisition program in which the student is, or will be, participating, including a description of all of the following:

   a. The methods of instruction used in the program and in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction

   b. The manner in which the program will meet the educational strengths and needs of the student

   c. The manner in which the program will help the student develop English proficiency and meet age-appropriate academic standards for grade promotion and graduation

   d. The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable

   e. When the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP

4. As applicable, the identification of a student as a long-term English learner or at risk of becoming a long-term English learner, as defined in Education Code 313.1, and the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help such students develop English proficiency and meet age-appropriate academic standards

5. Information about the parent/guardian's right to have the student immediately removed from a program upon the parent/guardian's request

6. Information regarding a parent/guardian's option to decline to enroll the student in the program or to choose another program or method of instruction, if available

7. Information designed to assist a parent/guardian in selecting among available programs, if more than one program or method is offered

Language Acquisition Programs

Whenever parents/guardians of enrolled students, and those enrolled for attendance in the next school year, request that the district establish a specific language acquisition program in accordance with Education Code 310, such requests shall be addressed through the following process: (5 CCR 11311)

EDUCATION FOR ENGLISH LEARNERS (continued)

1. The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student making the request, a general description of the request, and the student's grade level on the date of the request. As needed, the school shall assist the parent/guardian in clarifying the request. All requests shall be maintained for at least three years from the date of the request.

2. The school shall monitor requests on a regular basis and notify the Superintendent or designee when the parents/guardians of at least 30 students enrolled in the school, or at least 20 students in the same grade level, request the same or a substantially similar type of language acquisition program. If the requests are for a multilingual program model, the district shall consider requests from parents/guardians of students enrolled in the school who are native English speakers in determining whether this threshold is reached.

3. If the number of parents/guardians described in item #2 is attained, the Superintendent or designee shall:

    a. Within 10 days of reaching the threshold, notify the parents/guardians of students attending the school, the school's teachers, administrators, and the district's English learner parent advisory committee and parent advisory committee, in writing, of the requests for a language acquisition program

    b. Identify costs and resources necessary to implement any new language acquisition program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent/guardian and community engagement to support the proposed program goals

    c. Within 60 calendar days of reaching the threshold number of parents/guardians described in item #2 above, determine whether it is possible to implement the requested language acquisition program and provide written notice of the determination to parents/guardians of students attending the school, the school's teachers, and administrators

    d. If a determination is made to implement the language acquisition program, create and publish a reasonable timeline of actions necessary to implement the program. If a determination is made that it is not possible to implement the program, provide a written explanation of the reason(s) the program cannot be provided.

EDUCATION FOR ENGLISH LEARNERS (continued)

The district shall notify parents/guardians at the beginning of each school year or upon the student's enrollment regarding the process to request a language acquisition program, including a dual-language immersion program, for their child. The notice shall also include the following: (5 CCR 11309, 11310)

1. A description of the programs provided, including structured English immersion

2. Identification of any language to be taught in addition to English when the program includes instruction in a language other than English

3. The manner in which the program is designed using evidence-based research and includes both designated and integrated English language development

4. The manner in which the district has allocated sufficient resources to effectively implement the program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development, and opportunities for parent/guardian and community engagement to support the program goals

5. The manner in which the program will, within a reasonable period of time, lead to language proficiency and achievement of the state-adopted content standards in English and, when the program includes instruction in another language, in that other language

6. The process to request establishment of a language acquisition program not offered at the school

7. For any dual-language immersion program offered, the specific languages to be taught. The notice also may include the program goals, methodology used, and evidence of the proposed program's effectiveness.

The district shall provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers and academic deficits in other areas of the core curriculum. (5 CCR 11302)

Reclassification/Redesignation

English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

EDUCATION FOR ENGLISH LEARNERS (continued)

The procedures used to determine whether an English learner shall be reclassified as fluent English proficient shall include, but not be limited to: (Education Code 313, 52164.6; 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the ELPAC

2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student

3. Parent/guardian involvement, including:

    a. Notice to parents/guardians of language reclassification and placement, including a description of the reclassification process and the parent/guardian's opportunity to participate

    b. Encouragement of parent/guardian participation in the district's reclassification procedure, including seeking parent/guardian opinion and consultation during the reclassification process

4. Student performance on an objective assessment of basic skills in English that shows whether the student is performing at or near grade level

The student's language proficiency assessments, the participants in the reclassification process, and any decisions regarding reclassification shall be retained in the student's permanent record. (5 CCR 11305)

(cf. 5125 - Student Records)

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

The Superintendent or designee shall monitor students for at least four years following their reclassification to ensure correct classification and placement and to determine whether any additional academic support is needed.

Advisory Committees

A school-level English Learner Advisory Committee (ELAC) shall be established when there are more than 20 English learners at the school. Parents/guardians of English learners, elected by parents/guardians of English learners at the school, shall constitute committee membership in at least the same percentage as English learners represent of the total number

EDUCATION FOR ENGLISH LEARNERS (continued)

of students in the school. The school may designate for this purpose an existing school-level advisory committee provided that it meets these criteria for committee membership. (Education Code 52176; 5 CCR 11308)

The ELAC shall be responsible for assisting in the development of a schoolwide needs assessment, recommending ways to make parents/guardians aware of the importance of school attendance, and advising the principal and school staff in the development of a detailed master plan for English learners for the individual school and submitting the plan to the Governing Board for consideration for inclusion in the district master plan. (Education Code 52176)

When the district has more than 50 English learners, the Superintendent or designee shall establish a District English Learner Advisory Committee (DELAC), the majority of whose membership shall be composed of parents/guardians of English learners who are not employed by the district. Alternatively, the district may use a subcommittee of an existing districtwide advisory committee on which parents/guardians of English learners have membership in at least the same percentage as English learners represent of the total number of students in the district. (Education Code 52176)

The DELAC shall advise the Board on at least the following tasks: (5 CCR 11308)

1. Developing a district master plan for education programs and services for English learners, taking into consideration the school site plans for English learners

2. Conducting a districtwide needs assessment on a school-by-school basis

3. Establishing a district program, goals, and objectives for programs and services for English learners

4. Developing a plan to ensure compliance with applicable teacher or instructional aide requirements

5. Administering the annual language census

6. Reviewing and commenting on the district's reclassification procedures

7. Reviewing and commenting on the required written parental notifications

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

EDUCATION FOR ENGLISH LEARNERS (continued)

In order to assist the advisory committee in carrying out its responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

LCAP Advisory Committee

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP) in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 11301, 15495)

(cf. 0460 - Local Control and Accountability Plan)

The DELAC may also serve as the LCAP English learner advisory committee.

MIGRANT EDUCATION PROGRAM

Eligibility

Students age 3 to 21 years shall be eligible for the district's migrant education program if they, their parents/guardians, or their spouses are migratory agricultural workers or fishers who, in the preceding 36 months, moved into the district due to economic necessity and engaged in new temporary or seasonal employment or personal subsistence in agriculture or fishing. If such employment was not secured soon after the move, students may be considered migrant students if they, their parents/guardians, or their spouses actively sought such new employment and have a recent history of moves for temporary or seasonal agricultural or fishing employment. (20 USC 6399; 34 CFR 200.81)

A student who ceases to be a migrant student during a school term shall be eligible for services until the end of the term. If comparable services are not available through other programs, a student who is no longer migratory may continue to receive services for one additional school year. Students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation. (20 USC 6394)

Enrollment

A migrant student shall be immediately enrolled in the district even if the student: (Education Code 48204.7)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, medical records, including, but not limited to, records or other proof of immunization history, or other documentation

(cf. 5111.1 - District Residency)
(cf. 5141.26 - Tuberculosis Testing)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)

If a migrant student experiences a change in residence, the student may remain enrolled in the school of origin for the duration of the student's status as a migrant student. (Education Code 48204.7)

MIGRANT EDUCATION PROGRAM (continued)

If a student's status as a migrant student changes during a school year, the Superintendent or designee shall allow the student to continue at the school of origin through the duration of that school year or, if the student is enrolled in a high school, through graduation. (Education Code 48204.7)

A migrant student who is transitioning between school grade levels shall be allowed to continue in the district of origin in the same attendance area to provide the student the benefit of matriculating with peers in accordance with the established feeder patterns of school districts. A migrant student who is transitioning to a middle school or high school designated for matriculation in another school district shall be allowed to enroll in that school. (Education Code 48204.7)

The Superintendent or designee shall inform a migrant student and the student's parent/guardian of the impact of remaining in the school of origin on the student's eligibility to receive migrant education services pursuant to Education Code 54440-54445. (Education Code 48204.7)

The Superintendent or designee may, but is not required to, provide transportation to enable a migrant student to attend the school of origin, unless otherwise required by federal law. (Education Code 48204.7)

Student Records

The Superintendent or designee shall maintain records documenting the eligibility of students enrolled in the district's migrant education program. However, the district shall not collect information or documents regarding the citizenship or immigration status of students or their family members for the purpose of determining eligibility for migrant education services.

(cf. 5125 - Student Records)
(cf. 5145.13 - Response to Immigration Enforcement)

The Superintendent or designee shall acquire education and health records from migrant students' previous school districts, as appropriate.

When a migrant student transfers to another district, the student's records shall be provided to the receiving district upon request at no cost in order to assist that district in meeting the needs of the student. (20 USC 6398)

Program Components

The migrant education program shall include all of the following components: (Education Code 54443.1)

MIGRANT EDUCATION PROGRAM (continued)

1. A general needs assessment summarizing the needs of the population to be served

2. A comprehensive program to meet the educational, health, and related needs of participating students which supplements the district program and includes, but is not limited to:

    a. Instructional services, including academic, remedial and compensatory, bilingual-crosscultural, and career technical instruction

(cf. 6174 - Education for English Learners)
(cf. 6177 - Summer Learning Programs)
(cf. 6178 - Career Technical Education)

    b. Counseling and career education services

(cf. 6164.2 - Guidance/Counseling Services)

    c. Preschool services in accordance with Education Code 54443

(cf. 5148.3 - Preschool/Early Childhood Education)

    d. Other educational services that are not otherwise available in sufficient quantity or quality to eligible migrant students

    e. The acquisition of instructional materials and equipment necessary to adequately provide the appropriate services

    f. Other related services to meet the special needs of eligible migrant students to enable them to participate effectively in instructional services

    g. The coordination and teaming of existing resources serving migrant students, such as bilingual-crosscultural education, health screening, and compensatory education

(cf. 5141.6 - School Health Services)
(cf. 5147 - Dropout Prevention)
(cf. 6171 - Title I Programs)

3. Individual assessment of the educational and relevant health needs of each participating student, within 30 days of enrollment, including assessments concurrently provided pursuant to compensatory education, bilingual-crosscultural education, school improvement programs, and other programs serving the student

MIGRANT EDUCATION PROGRAM (continued)

4. A brief individual learning plan listing the services to be provided to each student, which shall be given to the parent/guardian in writing or at a parent/guardian conference, annually and when the student moves to a new district

5. Staffing and staff development plans and practices to meet the needs of students and implement the program

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

6. Parent/guardian and community involvement as specified in Education Code 54444.2, including, but not necessarily limited to, the establishment of a parent/guardian advisory council to actively involve parents/guardians in planning, operating, and evaluating the district's migrant education program

(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)

The migrant education program shall provide for the same opportunities for parent/guardian involvement that are provided to parents/guardians for federal Title I programs. (20 USC 6394)

7. Evaluations which include annual student progress and overall program effectiveness and quality control reports

Contingent upon funding, the district shall provide home-based and/or school-based family literacy services to migrant families to enhance literacy levels, parenting skills, and English language skills of parents/guardians.

Summer School

The district shall conduct summer school program(s) for eligible migrant students. The summer school program shall respond to the individual needs of participating students and shall build on and be consistent with the instructional programs offered to these students during the regular school year. Coursework shall be of the same level of difficulty in each subject as that provided to students enrolled in regular classes of instruction within the district in the preceding year. (Education Code 54444.3)

Teachers in the summer school program shall have cultural training or background and understanding of the special needs of migrant students and possess the proper credential for the subjects and grade levels to which they are assigned. (Education Code 54444.3)

MIGRANT EDUCATION PROGRAM (continued)

The program shall comply with the following requirements for instructional time: (Education Code 54444.3)

1. For kindergarten class, a minimum of 180 minutes per day, including recesses, for not less than 20 instructional days

2. For grades 1-8, a minimum of 200 minutes per day, including recesses and passing time but excluding noon intermissions, for not less than 20 instructional days

3. For grades 7-12, a minimum of 240 minutes per day, including passing time but excluding noon intermissions, for not less than 30 instructional days

When district facilities that are suitable for the summer climate are available, the district shall make facilities available at cost to other agencies that request facilities for the operation of migrant summer school programs. When approved by the Superintendent of Public Instruction, the district may jointly offer facilities with a neighboring district to meet the needs of the migrant summer school program for the entire area. (Education Code 54444.3)

Applicability of Graduation Requirements

To obtain a high school diploma, migrant students shall complete all courses required by Education Code 51225.3 and shall generally fulfill any additional local graduation requirements prescribed by the Board.

(cf. 6146.1 - High School Graduation Requirements)

However, when a migrant student who has completed the second year of high school transfers into the district or transfers between high schools within the district, the student shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the fourth year of high school. Within 30 calendar days of the transfer, the Superintendent or designee shall notify the student and the student's parent/guardian of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student no longer meets the definition of a migrant student. (Education Code 51225.1)

(cf. 5145.6 - Parental Notifications)

MIGRANT EDUCATION PROGRAM (continued)

To determine whether a migrant student is in the third or fourth year of high school, the district shall use either the number of credits the student has earned as of the date of the transfer or the length of school enrollment, whichever qualifies the student for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any migrant student who is granted an exemption and the student's parent/guardian how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a migrant student to transfer schools in order to qualify for an exemption, and no request for a transfer solely to qualify for an exemption shall be made by a migrant student or parent/guardian. (Education Code 51225.1)

If a migrant student is exempted from local graduation requirements, the exemption shall continue to apply after the student no longer meets the definition of a migrant student if the student is still enrolled in school or transfers to another school or district. (Education Code 51225.1)

Upon making a finding that a migrant student is reasonably able to complete district graduation requirements within a fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the student and parent/guardian of the student's option to remain in school for a fifth year to complete the district's graduation requirements and how that will affect the student's ability to gain admission to a postsecondary educational institution

2. Provide information to the student about transfer opportunities available through the California Community Colleges

3. Upon agreement with the student or parent/guardian, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Parent Advisory Council

The parent advisory council shall be comprised of members who are knowledgeable of the needs of migrant students and shall be elected by the parents/guardians of students enrolled in the district's migrant education program. The composition of the council shall be determined by the parents/guardians at a general meeting to which all parents/guardians of participating students shall be invited. The parents/guardians shall be informed, in a language they understand, that they have the sole authority to decide on the composition of the council. (Education Code 54444.2)

MIGRANT EDUCATION PROGRAM (continued)

At least two-thirds of the advisory council shall consist of parents/guardians of migrant students. (Education Code 54444.2)

All parent/guardian candidates for the council shall be nominated by parents/guardians. Nonparent candidates, such as teachers, administrators, other school personnel, or students, shall be nominated by the groups they represent. All other community candidates shall be nominated by the parents/guardians. (Education Code 54444.2)

The parent/guardian advisory council shall meet at least six times during the year and shall: (Education Code 54444.4)

1. Establish program goals, objectives, and priorities

2. Review annual needs assessments, program activities for each school, and individual learning plans

3. Advise on the selection, development, and reassignment of migrant education program staff

4. Participate actively in planning and negotiating program applications and service agreements

5. Perform all other responsibilities required under state and federal laws or regulations

The Superintendent or designee shall establish and implement a training program for advisory council members to enable them to carry out their responsibilities. The training program shall be developed in consultation with the council and shall include appropriate training materials in a language understandable to each member. (Education Code 54444.2)

The Superintendent or designee shall provide the council, without charge, a copy of all applicable state and federal migrant education statutes, rules, regulations, guidelines, audits, monitoring reports, and evaluations. Upon request, these materials also shall be provided without charge to each member of the council. (Education Code 54444.2)

Notification and Complaints

Information regarding the educational rights of migrant students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

MIGRANT EDUCATION PROGRAM (continued)

Any complaint that the district has not complied with requirements regarding the education of migrant students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

STUDENT BOARD MEMBERS

In order to enhance communication and collaboration between the Governing Board and the student body and to teach students the importance of civic involvement, the Board supports the participation of high school students in district governance.

Student Board members may, at the Board's discretion, receive elective course credit for service as a student Board member based on the number of equivalent daily instructional minutes for the student Board member's services provided. (Education Code 35012, 35120)

Student Board member(s) shall be entitled to be reimbursed for mileage to the same extent as other members of the Board**,** but shall not receive monetary compensation for attendance at Board meetings. (Education Code 35012)

(cf. 3350 - Travel Expenses)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

A student Board member shall not be liable for any acts of the Board. (Education Code 35012)

(cf. 9323.2 - Actions by the Board)

Petition

High school students may submit a petition to the Board requesting the appointment of at least one student Board member. (Education Code 35012)

To qualify for Board consideration, the petition for student representation shall contain the signatures of no less than 500 regularly enrolled high school students or no less than 10 percent of the number of regularly enrolled high school students, whichever is less. (Education Code 35012)

Within 60 days of receiving a student petition, or at the next regularly scheduled Board meeting if no meeting is held within those 60 days, the Board shall order the inclusion of at least one student member on the Board. (Education Code 35012)

Election of Student Board Member

Student Board member positions shall be filled by a vote of students enrolled in the high school(s) in accordance with procedures prescribed by the Board. (Education Code 35012)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6145 - Extracurricular and Cocurricular Activities)

The term of student Board member(s) shall be one year, commencing on July 1. (Education Code 35012)

STUDENT BOARD MEMBERS (continued)

Role and Responsibilities of Student Board Members

Student Board member(s) shall have the right to attend all Board meetings except closed (executive) sessions. (Education Code 35012)

(cf. 9321 - Closed Session)

All materials presented to Board members, except those related to closed sessions, shall be presented to student Board members at the same time they are presented to other Board members. Student Board member(s) shall also be invited to attend staff briefings or be provided with a separate staff briefing within the same timeframe as the briefing of other Board members. In addition, all materials given to Board members by the district between meetings, except for materials that pertain to closed session items, shall be distributed to student Board members. (Education Code 35012)

(cf. 9322 - Agenda/Meeting Materials)

Student Board member(s) shall be recognized at Board meetings as full member(s), shall be seated with other members of the Board, and shall be allowed to participate in questioning witnesses and discussing issues. (Education Code 35012)

Student Board member(s) shall be allowed to cast preferential votes on all matters except those subject to closed session discussion. *Preferential voting* means a formal expression of opinion that is recorded in the minutes and cast before the official vote of the Board. Preferential votes shall not affect the final numerical outcome of a vote. (Education Code 35012)

(cf. 9324 - Minutes and Recordings)

Student Board member(s) may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 35012)

Student Board members shall be appointed to subcommittees of the Board in the same manner as other Board members, be made aware of the time commitment required to participate in subcommittee meetings and work, and have the right to decline an appointment. The availability of all subcommittee members, including the availability of student Board members, may be considered when scheduling subcommittee meetings. (Education Code 35012)

(*cf. 9130 - Board Committees)*

STUDENT BOARD MEMBERS (continued)

Student Board members shall be invited to attend functions of the Board, such as forums, meetings with students and parents/guardians, and other general assemblies. (Education Code 35012)

Student Board members shall not be considered members of a legislative body for purposes of the Brown Act. (Education Code 35012)

A student Board member shall not be counted in determining whether a quorum of the Board is in attendance.

Student Board Member Training

The Superintendent or designee may, at district expense, provide learning opportunities to student Board members through trainings, workshops, and conferences, such as those offered by the California School Boards Association and other organizations, to enhance their knowledge, understanding, and performance of leadership skills and their Board responsibilities.

(cf. 9240 - Board Training)

The Superintendent or designee may periodically provide information to student Board member candidates to give them an understanding of the position. Once elected or appointed, incoming student Board members shall be provided an orientation designed to build knowledge of the district and an understanding of the responsibilities and expectations of the position.

(cf. 9230 - Orientation)

Alternate Student Board Member

If the Board determines that the student Board member's duties are not being fulfilled, the Board may appoint another student to serve as an alternate student Board member. If an alternate student Board member is appointed, the Board shall suspend the prior student Board member's rights and privileges related to service on the Board. (Education Code 35012)

Elimination of Position

Once established, the student Board member position shall continue to exist until the Board, by majority vote of all voting Board members, approves a motion to eliminate the position. Such a motion shall be listed as a public agenda item for a Board meeting prior to the motion being voted upon. (Education Code 35012)

Legal Reference: (see next page)

STUDENT BOARD MEMBERS (continued)

Legal Reference:

EDUCATION CODE
33000.5 Appointment of student member to State Board of Education
35012 Board members; number, election and terms; student members
35120 Course credit for student board members
35160 Authority of governing boards
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
54950-54964 Ralph M. Brown Act

Management Resources:

WEB SITES
CSBA: http://www.csba.org
California Association of Student Councils: http://www.casc.net
California Association of Student Leaders: http://www.caslboard.com

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
DATE:	March 19, 2020
SUBJECT:	Announcement of the Expiration of Terms of Office on the School Facilities Oversight Committee (SFOC)

Background

The School Facilities Oversight Committee (SFOC) is a Board-appointed committee of independent citizens, initially established in 1997. After successfully passing Bond Measure S in March of 2013, the Committee now falls under the provisions of Proposition 39. The purpose of the Committee shall be to assure the community that bond funds are expended in the fashion outlined in the District's bond resolution.

The Committee shall consist of at least seven (7) members (and may be larger) to serve for a term of two (2) years, without compensation, and for no more than three (3) consecutive terms. The Committee may not include any employee or official of the school district or any vendor, contractor, or consultant of the school district. The Committee must include all of the following:

(a) One member who is active in a business organization representing the business community located within the school district;

(b) One member active in a senior citizen's organization;

(c) One member active in a bona fide taxpayer association;

(d) For a school district, one member shall be the parent or guardian of a child enrolled in the district; and

(e) For a school district, one member shall be both a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher Association or school site council.

The Board of Education and the current SFOC members have previously stated a preference for maintaining a membership of nine (9) on this committee, two more than the legally required minimum.

Alternate Members

A maximum of ten (10) alternate members ("Alternates") may be appointed by the Board in the same manner as Committee members. Alternates are non-voting participants in the processes of the Committee. 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 that corresponds with the vacancy, and meeting the Qualification Standards, which state that committee members:

(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 82019, 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 preceding.

There are currently seven Alternate Members, as shown below along with their primary area of representation (X):

Alternates	Business Organization	Senior Citizens' Organization	Taxpayers' Group	Parent	Parent Active in PTA/SSC
Ken Adams					X
Chris Durmick				X	
Ronald Dziubla	X				
Dakota Hughes					X
Juan Redin	X				
John Steinreich	X				
Justin Worsham					X

Discussion/Issues:

The terms of four (4) members: Walter Brennan (Senior Citizens' Organization), David Carletta (Business Organization), Greg Jackson (Taxpayers' Group), and Barbara Miller (Parent Active in PTA/SSC) will expire on May 31, 2020. In order to maintain a membership of nine (9) members, the Board must appoint at least four voting members to replace these outgoing members within the same area of representation.

The Superintendent's Office will send out via District email a call for applicants and a copy of the application form and Board Policy 7214 (General Obligation Bonds) on Friday, March 13, 2020. A copy of the application form and relevant policies accompany this report.

Fiscal Impact

There is no fiscal impact.

Recommendation

Matt Hill, Superintendent, will report on the expiration of four (4) terms on the SFOC, and announce that the application period to fill the vacancies will be March 13 through April 1, 2020, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Application for Appointment as a Member/Alternate Member
of the SCHOOL FACILITIES OVERSIGHT COMMITTEE (SFOC)

Name:_____ Email:_____

Address: _____

Phone: Home:_____ Work:_____ Cell: _____

All information provided on this form is public information subject to the Public Records Act.

How long have you been a resident of Burbank?_____ Are you a registered voter? _____

Check the designation(s) which best describe your representation:

- ☐ Business Organization
- ☐ Senior Citizen
- ☐ Taxpayer's Group
- ☐ Parent
- ☐ Parent Active in PTA/SSC

Educational background: _____

_____

_____

Name of employer and position held: _____

Employer address: _____

Professional organizations: _____

_____

_____

School, Community, and Youth Activities: _____

_____

_____

Please go to Page 2
Use additional sheets if necessary

 Name: _____

Are you aware of any reason, such as a Conflict of Interest, which would adversely affect your ability to serve on the School Facilities Oversight Committee? If yes, please explain below:

_____

_____

_____

What experience and qualifications would you bring to the SFOC?

_____

_____

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_____

_____

_____

Why would you like to be appointed to this position?

_____

_____

_____

_____

_____

_____

Signature _____

Submit completed application* to: Superintendent of Schools
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506
Or email to: KimberleyClark@burbankusd.org

*Applications must be received and time-stamped by the Superintendent's Office by 5:00 p.m. on Wednesday, April 1, 2020.

Burbank USD
Board Policy
General Obligation Bonds

BP 7214
Facilities

The Board of Education recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

(cf. 1160 - Political Processes)
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)

The Board's decision to order a bond election, as well as its determinations regarding the appropriate amount, timing, and structure of the bond issuance, shall be consistent with law and the district's debt management policy.

(cf. 3470 - Debt Issuance and Management)

Before ordering a bond election, the Board shall obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor. (Education Code 15100)

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that, because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

Bonds Requiring 55 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agrees to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. (Education Code 15266)

(cf. 9323.2 - Actions by the Board)

The bond election may only be ordered at a primary or general election, a statewide special

election, or a regularly scheduled local election at which all of the electors of the district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district shall be used only for the following purposes: (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities

2. The acquisition or lease of real property for school facilities

3. The refunding of any outstanding debt issuance used for the purposes specified in items #1-2 above

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. Certification that proceeds from the sale of the bonds will be used only for the purposes specified in items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses

2. A list of specific school facilities projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 6151 - Class Size)

3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed

4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' oversight committee to inform the public concerning the expenditure of bond revenues as specified in Education Code 15278 and the accompanying administrative regulation. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

(cf. 1220 - Citizen Advisory Committees)
(cf. 9324 - Minutes and Recordings)

The Superintendent or designee shall ensure that the annual, independent performance and financial audits required pursuant to items #3-4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards and submitted to the citizens' oversight committee at the same time they are submitted to him/her and no later than March 31 of each year. (Education Code 15286)

The Board shall provide the citizens' oversight committee with responses to all findings, recommendations, and concerns addressed in the performance and financial audits within three months of receiving the audits. (Education Code 15280)

The Board may disband the citizens' oversight committee when the committee has completed its review of the final performance and financial audits.

Bonds Requiring 66.67 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67 percent majority of the voters pursuant to Education Code 15100 and Article 13A, Section 1(b)(2) of the California Constitution. If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

The bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

Subject to limits specified in Article 13A, Section 1 of the California Constitution, bonds shall be sold to raise money for any of the following purposes: (Education Code 15100)

1. Purchasing school lots

2. Building or purchasing school buildings

3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs

4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity

5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature

6. Permanently improving school grounds

7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state

school building aid loans

8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577

9. Purchasing school buses with a useful life of at least 20 years

10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by an order of the Board entered into the minutes. (Education Code 15100)

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

Certificate of Results

If the certificate of election results received by the Board shows that the appropriate majority of the voters is in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the County Board of Supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

Resolutions Regarding Sale of Bonds

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution directing the issuance and sale of bonds. In accordance with law, the resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable. (Education Code 15140; Government Code 53508.6)

In passing the resolution, the Board shall consider each available funding instrument, including, but not limited to, the costs associated with each and their relative suitability for the project to be financed.

Prior to the sale of bonds, the Board shall place an agenda item at a public meeting and adopt as part of the bond issuance resolution, or in a separate resolution, disclosures of the available funding instruments, the costs and sustainability of each, and all of the following information: (Education Code 15146; Government Code 53508.9)

1. Express approval of the method of sale (i.e., competitive, negotiated, or hybrid)

2. Statement of the reasons for the method of sale selected

3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected

4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

When the sale involves bonds that allow for the compounding of interest, such as a capital appreciation bond (CAB), the resolution to be adopted by the Board shall include items #1-4 above as well as the financing term and time of maturity, repayment ratio, and the estimated change in the assessed value of taxable property within the district over the term of the bonds. The resolution shall be publicly noticed on at least two consecutive meeting agendas, first as an information item and second as an action item. The agendas shall identify that bonds that allow for the compounding of interest are proposed. (Education Code 15146)

Prior to adopting a resolution for the sale of bonds that allow for the compounding of interest, the Board shall be presented with the following: (Education Code 15146)

1. An analysis containing the total overall cost of the bonds that allow for the compounding of interest

2. A comparison to the overall cost of current interest bonds

3. The reason bonds that allow for the compounding of interest are being recommended

4. A copy of the disclosure made by the underwriter in compliance with Rule G-17 adopted by the federal Municipal Securities Rulemaking Board

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). (Government Code 8855)

After the sale, the Board shall be presented with the actual issuance cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the CDAIC. (Education Code 15146; Government Code 53509.5)

Bond Anticipation Notes

Whenever the Board determines that it is in the best interest of the district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the district in accordance with law. (Education Code 15150)

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully available for that purpose, including state grants. Interest payments may also be made from such sources. However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

1. A resolution of the Board authorizes the property tax for that purpose.

2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds.

A bond anticipation note may be issued only if the tax rate levied to pay interest on the note would not cause the district to exceed the tax rate limitation set forth in Education Code 15268 or 15270, as applicable.

Deposit of Bond Proceeds

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

Legal Reference:
EDUCATION CODE
7054 Use of district property, campaign purposes
15100-15254 Bonds for school districts and community college districts
15264-15288 Strict Accountability in Local School Construction Bonds Act of 2000
17577 Sewers and drains
47614 Charter school facilities
ELECTIONS CODE
324 General election
328 Local election
341 Primary election
348 Regular election
356 Special election
357 Statewide election
1302 Local election
15372 Elections official certificate
1090-1099 Prohibitions applicable to specified officers
1125-1129 Incompatible activities
8855 California Debt and Investment Advisory Commission
53506-53509.5 General obligation bonds
53580-53595.5 Bonds
54952 Definition of legislative body, Brown Act

CALIFORNIA CONSTITUTION
Article 13A, Section 1 Tax limitation
Article 16, Section 18 Debt limit
CODE OF FEDERAL REGULATIONS, TITLE 17
240.10b-5 Prohibition against fraud or deceit
240.15c2-12 Municipal securities disclosure
COURT DECISIONS
San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District (2006) 139 Cal.App.4th 1356
ATTORNEY GENERAL OPINIONS
99 Ops.Cal.Atty.Gen. 18 (2016)
88 Ops.Cal.Atty.Gen. 46 (2005)
87 Ops.Cal.Atty.Gen. 157 (2004)

Management Resources:
CSBA PUBLICATIONS
California's Challenge: Adequately Funding Education in the 21st Century, December 2015
Bond Sales - Questions and Considerations for Districts, Governance Brief, December 2012
Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011
GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS
An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016
Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015
Investment of Bond Proceeds, Best Practice, September 2014
Selecting and Managing Municipal Advisors, Best Practice, February 2014
Debt Management Policy, Best Practice, October 2012
Analyzing and Issuing Refunding Bonds, Best Practice, February 2011
WEB SITES
CSBA: http://www.csba.org
California Debt and Investment Advisory Commission: http://www.treasurer.ca.gov/cdiac
California Department of Education: http://www.cde.ca.gov
California Office of Public School Construction: http://www.opsc.dgs.ca.gov
Government Finance Officers Association: http://www.gfoa.org
Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA): http://www.emma.msrb.org

Policy BURBANK UNIFIED SCHOOL DISTRICT
adopted: February 1, 2018 Burbank, California

Burbank USD
Administrative Regulation
General Obligation Bonds

AR 7214
Facilities

Election Notice

Whenever the Board of Education orders an election on the question of whether general obligation bonds shall be issued to pay for school facilities, the Superintendent or designee shall ensure that election notice and ballot requirements comply with Education Code 15120-15126 and 15272, as applicable.

Citizens' Oversight Committee

If a bond is approved under the 55 percent majority threshold pursuant to Proposition 39 (Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution), then the district's citizens' oversight committee shall consist of at least seven members, including, but not limited to: (Education Code 15282)

1. One member active in a business organization representing the business community located within the district

2. One member active in a senior citizens organization

3. One member active in a bona fide taxpayers' organization

4. One member who is a parent/guardian of a district student

5. One member who is a parent/guardian of a district student and is active in a parent-teacher organization, such as the Parent Teacher Association or school site council

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)

Members of the citizens' oversight committee shall be subject to the conflict of interest prohibitions regarding incompatibility of office pursuant to Government Code 1125-1129 and financial interest in contracts pursuant to Government Code 1090-1099. (Education Code 15282)

(cf. 9270 - Conflict of Interest)

No employee, Board member, vendor, contractor, or consultant of the district shall be appointed to the citizens' oversight committee. (Education Code 15282)

Members of the citizens' oversight committee may serve for no more than three consecutive terms of two years each. They shall serve without compensation. (Education Code 15282)

The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The committee shall actively review and report on the proper expenditure of taxpayers' money for school construction and shall convene to provide oversight for, but not limited to, the following: (Education Code 15278)

1. Ensuring that bond revenues are expended only for the purposes described in Article 13A, Section 1(b)(3) of the California Constitution including 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

2. Ensuring that, as prohibited by Article 13A, Section 1(b)(3)(A) of the California Constitution, no funds are used for any teacher and administrative salaries or other school operating expenses

In furtherance of its purpose, the committee may engage in any of the following activities: (Education Code 15278)

1. Receiving and reviewing copies of the annual, independent performance and financial audits required by Article 13A, Section 1(b)(3)(C) and (D) of the California Constitution

(cf. 3460 - Financial Reports and Accountability)

2. Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Article 13(A), Section 1(b)(3) of the California Constitution

3. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the district

4. Reviewing efforts by the district to maximize bond revenues by implementing cost-saving measures, including, but not limited to, the following:

a. Mechanisms designed to reduce the costs of professional fees

b. Mechanisms designed to reduce the costs of site preparation

c. Recommendations regarding the joint use of core facilities

(cf. 1330.1 - Joint Use Agreements)

d. Mechanisms designed to reduce costs by incorporating efficiencies in school site design

e. Recommendations regarding the use of cost-effective and efficient reusable facility plans

(cf. 7110 - Facilities Master Plan)

The district shall, without expending bond funds, provide the citizens' oversight committee with any necessary technical assistance and shall provide administrative assistance in furtherance of the committee's purpose and sufficient resources to publicize the committee's conclusions. (Education Code 15280)

All citizens' oversight committee proceedings shall be open to the public and noticed in the same manner as proceedings of the Board. Committee meetings shall be subject to the provisions of the Ralph M. Brown Act. (Education Code 15280; Government Code 54952)

(cf. 9320 - Meetings and Notices)

The citizens' oversight committee shall issue regular reports, at least once a year, on the results of its activities. Minutes of the proceedings and all documents received and reports issued shall be a matter of public record and shall be made available on the district's web site. (Education Code 15280)

(cf. 1113 - District and School Web Sites)
(cf. 1340 - Access to District Records)

Reports

Within 30 days after the end of each fiscal year, the district shall submit to the County Superintendent of Schools a report concerning any bond election(s) containing the following information: (Education Code 15111)

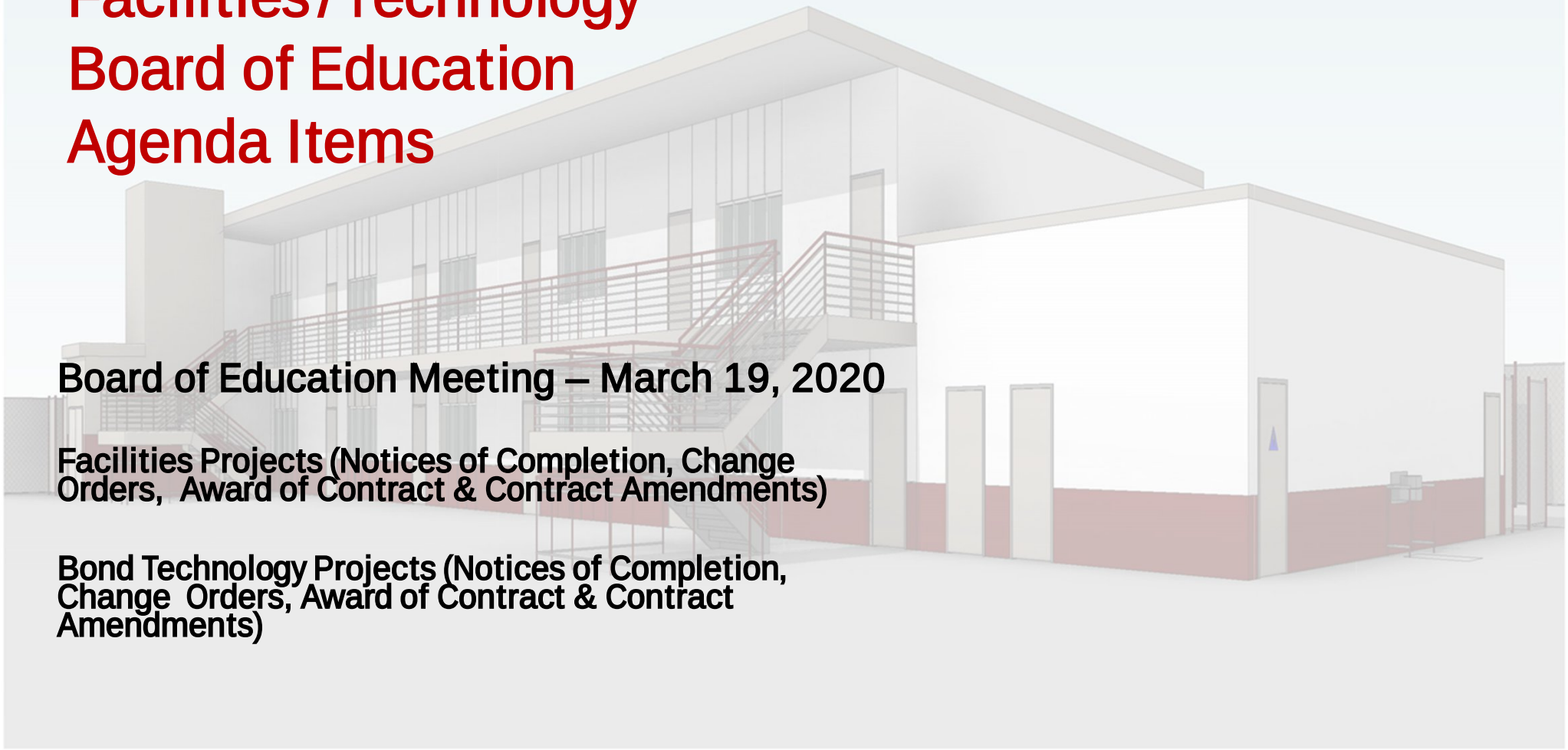
1. The total amount of the bond issue, bonded indebtedness, or other indebtedness involved

2. The percentage of registered electors who voted at the election

3. The results of the election, with the percentage of votes cast for and against the proposition

Regulation BURBANK UNIFIED SCHOOL DISTRICT
approved: January 15, 2015 Burbank, California

Facilities/Technology Board of Education Agenda Items



Board of Education Meeting – March 19, 2020

Facilities Projects (Notices of Completion, Change Orders, Award of Contract & Contract Amendments)

Bond Technology Projects (Notices of Completion, Change Orders, Award of Contract & Contract Amendments)

NEW CLASSROOM BUILDING
WALT DISNEY ELEMENTARY SCHOOL
JANUARY, 2020

Award of Contract - Technology

14.n Location – District-Wide
Project – E-Rate Technology Network Electronics
Contractor – Selected Vendor for RFP 1920-024

Reason – The current District wireless controllers and core switches were purchased at the beginning of the Bond and are now nearing six-years old. Due to the age of the equipment, they will no longer support the latest software upgrades.

The deadline for RFP proposal submissions is March 13, 2020. RFP results and the selected vendor will be provided at the March 19th Board of Education meeting. This will allow the District to file an E-Rate Form 471 before the March 25th deadline and qualify for E-Rate funding for the 2020 funding year. (Bond Fund)

Award of Contract - Technology

14.o Location – District-Wide
Project – E-Rate Technology Network Firewall
Contractor – Selected Vendor for RFP 1920-023

Reason – The current District firewall was purchased at the beginning of the Bond and is now nearing five-years old. Due to the age of the firewall, it will no longer support the latest software upgrades.

The deadline for RFP proposal submissions is March 13, 2020. RFP results and the selected vendor will be provided at the March 19th Board of Education meeting. This will allow the District to file an E-Rate Form 471 before the March 25th deadline and qualify for E-Rate funding for the 2020 funding year. (Bond Fund)

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	March 19, 2020
SUBJECT:	Public Hearing of Intent to Raise School Facilities (Developer) Fees

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Background:

The State Allocation Board sets the statewide rate for Level I Developer Fees and updates that amount every other year, publishing the new rate in January. In order to collect developer fees, school districts must conduct a study that meets all the requirements of code, make that study available for public review, hold a public hearing and then take action to adopt the fee structure justified in the study. The fees are to be used to finance the construction, reconstruction and modernization of school facilities, and to provide for interim housing.

Discussion/Issues:

Pursuant to Government Code Sections 6062(a) and 65090, the Governing Board of the Burbank Unified School District will hold a public hearing to consider a resolution to adopt the Developer Fee Justification Study.

Fiscal Impact:

Additional income to support facilities program.

Recommendation:

The Board of Education will conduct a public hearing to receive input from any interested parties on its intent to raise school facilities (developer) fees consistent with the amounts set by the State Allocation Board and the results of the developer fee study which has been made available for public review prior to the Board meeting, per the requirements of law, as presented.

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	March 19, 2020
SUBJECT:	Adoption of Resolution 30 Proclaiming April 2020 as Autism Awareness Month

Background:

More than twenty years ago, the Autism Society started a nationwide effort to promote Autism Awareness, inclusion and self-determination for all, with the objective of assuring that all individuals living with Autism Spectrum Disorder (ASD) are provided the opportunity to achieve the highest possible quality of life.

Across the United States, the month of April is now widely recognized as Autism Awareness Month. Under the leadership of national organizations such as the Autism Society and Autism Speaks, many local government agencies and school districts have joined this campaign of awareness, understanding, and advocacy.

On March 7, 2019, the Burbank Unified School District Board of Education adopted Resolution 21, proclaiming April 2019 as Autism Awareness Month.

Discussion/Issues:

Burbank Unified School District (BUSD) currently services over 450 students diagnosed with Autism Spectrum Disorder (ASD). The number of children diagnosed continues to increase worldwide. According to 2014 statistics from the Centers for Disease Control and Prevention, one out of fifty-nine children born in the United States has ASD.

BUSD provides a full continuum of services and supports for students with ASD. These can range from support in the General Education Classroom setting, to receiving Specialized Academic Instruction (SAI) and Related Services in Resource Specialist Programs (RSP), Collaborative Learning Centers (CLC), or being served in a Non-Public School (NPS) setting.

For the past few years, some of our schools and programs have joined the Autism Spectrum Disorder community by celebrating Autism Awareness Month, and by wearing blue shirts on April 2, which is World Autism Awareness Day. This day is now commemorated by famous landmarks being lit up in blue. Each year, at George Washington Elementary School, students and staff decorate the school's hallways with individually created puzzle pieces the first week of April in commemoration of this event.

The District's resolution will formally acknowledge the importance of raising awareness of Autism Spectrum Disorder and the value of being part of a community that supports individuals with ASD, as well as their families and those who work with them in the District's schools.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education adopt Resolution 30 proclaiming April 2020 as Autism Awareness Month, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
RESOLUTION 30

PROCLAIMING APRIL 2020 AS
AUTISM AWARENESS MONTH

Whereas: Autism Spectrum Disorder (ASD) is a developmental disorder typically diagnosed during the first three years of life, often impeding an individual's ability to communicate and interact with others;

Whereas: In March of 2014, the Centers for Disease Control (CDC) released data on the prevalence of Autism Spectrum Disorder in the United States. The Autism and Developmental Disabilities Monitoring (ADDM) Network identified one in every fifty-nine children as having Autism Spectrum Disorder;

Whereas: Autism Spectrum Disorder is four times more likely to occur in boys than girls, but can affect anyone, regardless of race, ethnicity, or other factors;

Whereas: Early diagnosis and intervention programs lead to significantly improved outcomes for individuals with Autism Spectrum Disorder;

Whereas: Individuals with Autism Spectrum Disorder often require a lifetime of specialized and community support services to ensure their health and safety and to support families' resilience as they manage the psychological and financial challenges autism can present;

Whereas: Burbank Unified School District employs qualified and caring individuals who strive to improve the lives of students and families affected by Autism Spectrum Disorder;

Whereas: Burbank Unified School District is dedicated to developing and sustaining programs and resources that support students and families affected by Autism Spectrum Disorder;

Whereas: April 2020 is designated as World and National Autism Awareness Month to increase public awareness of the need to support individuals with Autism Spectrum Disorder and family members, educators, and other professionals who teach and care for individuals with ASD.

Now, Therefore Be It Resolved: That the Board of Education recognizes National Autism Awareness Month from April 1 to April 30, 2020.

Adopted: This 19th day of March 2020 by the Board of Education of the Burbank Unified School District.

_____
Clerk, Board of Education

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley Clark, Executive Assistant to the Superintendent
DATE:	March 19, 2020
SUBJECT:	Adoption of Resolution 31 – Proclaiming April 2020 as the Burbank Unified School District's Genocide Remembrance Month

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Background:
April is recognized as a month of remembrance by many global communities that have been affected by inhumane activities throughout history as they remember the Holocaust; Armenian Genocide; Assyrian Genocide; Cambodian Genocide; Chechen Genocide; Native American Genocide; Rwandan Genocide; Srebrenica Genocide; Biafra; Darfur; the Irish and Ukrainian Famines; the brutal regimes of Mao and Stalin; and more recently, the atrocities occurring in Syria, to name just a few.

The term Genocide is defined as the deliberate and systematic extermination of a large group of people based solely on their culture, ethnicity, physical characteristics, political affiliation, race, religion, sexual orientation, and/or tribal identity. Many families residing in the city of Burbank have members, including students enrolled in Burbank schools, who have been affected by these egregious acts.

Discussion/Issues:
The State of California has been at the forefront of encouraging and promoting a curriculum relating to human rights and genocide in order to empower future generations to prevent recurrence of these atrocities. The Burbank Unified School District supports these educational efforts. The formal resolution that follows expresses recognition of these historic events and confirms support for providing educational opportunities for District faculty and students as well as the community at large to increase their understanding.

Fiscal Impact:
None

Recommendation:
Matt Hill, Superintendent, recommends that the Board of Education adopt Resolution 31 – Proclaiming April 2020 as the Burbank Unified School District's Genocide Remembrance Month, as presented.

RESOLUTION 31 PROCLAIMING APRIL 2020 AS THE BURBANK UNIFIED SCHOOL DISTRICT'S GENOCIDE REMEMBRANCE MONTH

WHEREAS: "Those who cannot remember the past are condemned to repeat it" is a quote widely ascribed to Winston Churchill, but was actually coined by the 19th century philosopher George Santayana; and

WHEREAS, April is recognized as a month of remembrance by many global communities that have been affected by inhumane activities throughout history, as they remember the Holocaust; Armenian Genocide; Assyrian Genocide; Cambodian Genocide; Chechen Genocide; Native American Genocide; Rwandan Genocide; Srebrenica Genocide; Biafra; Darfur; the Irish and Ukrainian Famines; the brutal regimes of Mao and Stalin; and more recently, the atrocities occurring in Syria, to name just a few; and

WHEREAS, the term Genocide, used herein, is defined as the deliberate and systematic extermination of a large group of people based solely on their culture, ethnicity, physical characteristics, political affiliation, race, religion, sexual orientation and/or tribal identity; and

WHEREAS, the City of Burbank and the Burbank Unified School District include many families that have been touched by the horrors of these egregious acts, with some members whom experienced first-hand the horror and evil of one of these events; and

WHEREAS, the State of California has been at the forefront of encouraging and promoting a curriculum relating to human rights and genocide in order to empower future generations to prevent recurrence of genocide; and

WHEREAS, the Burbank Unified School District shall continue to provide teacher-training workshops and educational resources pertaining to historic genocides, including the Holocaust and the Armenian Genocide, to all high school social studies teachers and students in accordance with law and the History-Social Science Framework for California Public Schools;

NOW, THEREFORE, BE IT RESOLVED that the Burbank Unified School District Board of Education hereby proclaims the month of April 2020 as "Genocide Remembrance Month," and in doing so, commemorates and honors the victims of Genocide, and ensures that all historically significant Genocides are objectively taught and discussed by its faculty with both the student body, and the greater community at large;

PASSED, APPROVED, AND ADOPTED this 19th day of March, 2020, at a meeting of the Burbank Unified School District Board of Education, Los Angeles County, California.

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John M. Paramo, Assistant Superintendent, Educational
PREPARED BY:	Services Laura Erisman, Administrative Secretary
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	March 19, 2020

SUBJECT: Adoption of Resolution 32– Proclaiming April 26 – May 3, 2020 as the Burbank Unified School District's Days of Holocaust Remembrance

Background:

On International Holocaust Remembrance Day, we remember the millions of precious souls who perished as a result of the horrific crimes perpetrated by the Nazi regime. We also reaffirm our steadfast commitment to confronting the vile poison of anti-Semitism wherever and whenever it arises.

This year's annual observance of International Holocaust Remembrance Day is especially moving as we commemorate the 75th anniversary of the liberation of Auschwitz. As we solemnly mourn those who were abused, tortured, or killed at Auschwitz and other concentration and extermination camps, we acknowledge the heroes who risked their own lives—many of whom made the ultimate sacrifice—to help liberate the camps. Their sacrifices helped the forces of freedom prevail to ensure that these atrocious crimes will never be repeated.

Discussion/Issues:

The State of California has been at the forefront of encouraging and promoting a curriculum relating to human rights and genocide in order to empower future generations to prevent recurrence of these atrocities. The Burbank Unified School District supports these educational efforts. The formal resolution that follows expresses recognition of these historic events and confirms support for providing educational opportunities for District faculty and students as well as the community at large to increase their understanding.

Fiscal Impact:

None

Recommendation:

John M. Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 32 – Proclaiming April 26 – May 3, 2020 as the Burbank Unified School District's Days of Holocaust Remembrance , as presented.

RESOLUTION 32 PROCLAIMING APRIL 26 – MAY 3, 2020 AS THE BURBANK UNIFIED SCHOOL DISTRICT'S DAYS OF HOLOCAUST REMEMBRANCE

Whereas, the Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945 – six million were murdered; Roma (Gypsies), people with disabilities, and Poles were also targeted for destruction or decimation for racial, ethnic, or national reasons; and millions more, including LGBTQ people, Jehovah's Witnesses, Soviet prisoners of war, and political dissidents, also suffered grievous oppression and death under Nazi tyranny; and

Whereas, the history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies, and governments; and

Whereas, Burbank students should understand and remember the terrible events of the Holocaust and remain vigilant against hatred, persecution, and tyranny; and

Whereas, Burbank Unified School District should actively rededicate ourselves to the principles of individual freedom in a just society; and

Whereas, the Days of Remembrance have been set aside to remember the victims of the Holocaust as well as to reflect on the need for respect of all peoples; and

Whereas, pursuant to an Act of Congress (Public Law 96-388, October 7, 1980), the United States Holocaust Memorial Council designates the Days of Remembrance of the Victims of the Holocaust to be Sunday, April 26, through Sunday, May 3, 2020, including the Day of Remembrance known as Yom HaShoah, April 21, 2020; and observances and remembrance activities will occur nationwide between Sunday, April 19, and Sunday, April 26, 2020

Whereas, this year marks the 75th Anniversary of the liberation of Auschwitz by Russian troops and the 75th Anniversary of the liberation of Dachau by American troops.

Now, therefore, be it resolved that the Burbank Unified School District Board of Education does hereby proclaim the week of Sunday, April 26, through Sunday, May 3, 2020, as Days of Remembrance and to hold a moment of silence on Thursday, April 21, 2020, in memory of the victims of the Holocaust and in honor of the survivors as well as the rescuers and liberators, and further proclaims that we, the Burbank Unified School District community, should work to promote human dignity and confront hate whenever and wherever it occurs.

Passed, Approved and Adopted this 19th day of March, 2020 at a meeting of the Burbank Unified School District Board of Education, Los Angeles County, California**.**

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley Clark, Executive Assistant to the Superintendent
DATE:	March 19, 2020
SUBJECT:	Adoption of Resolution 33 – Protecting Our Children from Preventable Gun Violence

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Background:

Unsecured guns pose a special risk to children—kids as young as three years old are strong enough to pull a trigger. Eighty-seven percent of children know where their parents' guns are kept and 60 percent have handled them. According to data from the group Everytown for Gun Safety, an average of 43 children ages 0 to 19 are shot and killed each year in the United States and an estimated three million children witness a shooting each year.

The Children's Firearm Safety Alliance, which tracks incidents of children under the age of 18 who have unintentionally shot themselves or others, found that in the first six months in 2019 in the U.S., at least 130 children under the age of 18 gained access to a loaded, unsecured firearm and pulled the trigger, injuring themselves or someone else; 46 children died as a result of their injury, 83 children were injured, 1 adult was killed and 4 adults were injured. Of the incidents in which the child's age was reported, 18 of the shooters were toddlers, 18 shooters were preschoolers, 31 shooters were elementary students, and 45 shooters were teenagers.

In California, nearly one in two violent deaths are firearm related and firearms are the leading mechanism for both homicides (72%) and suicides (37%). Over 80% of children who commit suicide with a gun used one that belonged to someone in their home; and guns are the third leading cause of death for children ages 1-17 in California and the second leading cause of death for children and teens in the nation.

School shootings have become an all-too-frequent occurrence in modern America. In addition to the recent tragic event at Saugus High School, in the seven years, from December 14, 2012 in Sandy Hook, Connecticut through December 3, 2019 in Oshkosh, Wisconsin, the Gun Violence Archive counted 339 shootings at K-12 schools in the United States. In that time, over 458 people were shot and 146 died. Seventy-eight percent of student shooters gained access to a lawfully purchased gun from their residence or the residence of a relative or friend.

Discussion/Issues:

A growing number of school districts have adopted resolutions to let their communities know the need and legal mandate for safe and secure gun storage in homes. School districts are updating Safe School

Plans to include materials for prevention of gun violence and safe gun storage. Parent and Student Handbooks are being updated to include information about parents' legal duties to safely store firearms. Finally, school districts are sending out an appropriate letter to parents and guardians explaining the importance of safe gun storage in the home and the legal obligations to protect children from negligent gun storage.

Fiscal Impact:

None

Recommendation:

Matt Hill, Superintendent, recommends that the Board of Education adopt Resolution 33 – Protecting Our Children from Preventable Gun Violence, as presented.

RESOLUTION No. 33
THE BURBANK UNIFIED SCHOOL DISTRICT
PROTECTING OUR CHILDREN FROM PREVENTABLE GUN VIOLENCE

WHEREAS, The Burbank Unified School District, located in Los Angeles County, enrolls approximately 15,000 Pre-K-12 students at 20 school sites;

WHEREAS, School safety continues to be one of the Board of Education's highest priorities;

WHEREAS, School shootings have become an all-too-frequent occurrence in modern America. In seven years, from December 14, 2012 in Sandy Hook, Connecticut, through December 3, 2019 in Oshkosh, Wisconsin, the Gun Violence Archive counted 339 shootings at K-12 schools in the United States. In that time, over 458 people were shot and 146 died;

WHEREAS, Unsecured guns pose a special risk to children—kids as young as three years of age are strong enough to pull a trigger. According to Data from the group Everytown for Gun Safety, an average of 43 children ages 0 to 19 are shot and killed each year in the United States and an estimated three million children witness a shooting each year;

WHEREAS, In California, nearly one in two violent deaths are firearm related and firearms are the leading mechanism for both homicides (72%) and suicides (37%). Most often the gun used in youth suicide belongs to a parent or family member;

WHEREAS, The Children's Firearm Safety Alliance, which tracks incidents of children under the age of 18 who have unintentionally shot themselves or others, found that in the first six months of 2019 in the U.S., at least 130 children under the age of 18 gained access to a loaded, unsecured firearm and pulled the trigger, injuring themselves or someone else; 46 children died as a result of their injury, 83 children were injured, 1 adult was killed and 4 adults were injured. Of the incidents in which the child's age was reported, 18 of the shooters were toddlers, 18 shooters were preschoolers, 31 shooters were elementary students, and 45 shooters were teenagers;

WHEREAS, 78 percent of student shooters gained access to a lawfully purchased gun from their residence or the residence of a relative or friend; 87% of children know where their parents' guns are kept and 60% have handled them; more than 80% of children who commit suicide with a gun used one that belonged to someone in their home; and guns are the third leading cause of death for children ages 1-17 in California and the second leading cause of death for children and teens in the nation;

WHEREAS, District schools are required to comply with California Education Code Section 32280-9, which mandates the preparation of comprehensive school safety plans;

WHEREAS, These plans address violence prevention, emergency preparedness, traffic safety and crisis intervention;

WHEREAS, Keeping students, teachers and staff safe from the threat of gun violence should be the responsibility of all adult stakeholders at each of our school sites;

WHEREAS, Approximately 14% of adults in California possess a firearm, and state and local law criminalizes unsafe storage of firearms where minors may be present, and gun stores are required to post flyers that set forth safe storage requirements, there are no dedicated resources for educating adults about safe storage of firearms;

WHEREAS, The crisis of gun violence in our country necessitates a sustained, coordinated, and collaborative effort involving entire communities, and our public and private partners;

WHEREAS, In order to continue with preventative measures to increase school safety we must act now.

THEREFORE, **BE IT RESOLVED**, That the Board of Education of the Burbank Unified School District directs the Superintendent and staff to assist school administrators in updating their Safe School Plans to include materials for the 2021-22 school year to include materials on prevention of gun violence and safe gun storage;

BE IT ALSO RESOLVED, That the Board directs the Superintendent and staff to continue to update the Student Handbook to include information about parents' legal duties to safely store firearms;

BE IT ALSO RESOLVED, That the Board directs the Superintendent to create an appropriate letter, to parents and guardians that explains the importance of safe gun storage and the legal obligations to protect minors from negligent gun storage, to be included in annual registration materials at each school site, and requiring a signature acknowledging awareness of safe gun storage responsibilities;

BE IT ALSO RESOLVED, That the Board and the Superintendent will continue to work with community partners and public and private agencies to collaborate and increase efforts to inform District parents of their duty to safely store firearms in their homes.

THE FOREGOING RESOLUTION was adopted this 19th day of March, 2020, at a meeting of the Burbank Unified School District Board of Education, Los Angeles County, California.

Ayes
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	March 19, 2020
SUBJECT:	Adoption of Resolution 34 - Increasing School Facilities (Developer) Fees

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Background:

The State Allocation Board sets the statewide rate for Level I Developer Fees and updates that amount every other year, publishing the new rate in January. In order to collect developer fees, school districts must conduct a study that meets all the requirements of code, make that study available for public review, hold a public hearing and then take action to adopt the fee structure justified in the study. The fees are to be used to finance the construction, reconstruction and modernization of school facilities, and to provide for interim housing.

Discussion/Issues:

The current fees allowable have been established by the State Allocation Board in January 2020 as $4.08 per square foot for new residential development and $0.66 per square foot for new commercial/industrial development. The District currently charges $3.79 per square foot for residential property and up to $0.61 per square foot for commercial/industrial property. The District proposes to move our developer fees to the new statutory state fees allowable as listed above, with the exception of new construction classified as rental self-storage, which is established at $0.04 per square foot of assessable space. In order to move to the new rate structure, the District produced the required study to justify the fees. The study was made available 10 days in advance of the public hearing, scheduled for the March 19, 2020 Board meeting. Following this public hearing, the Board may adopt the new fee structure at the end of a 60-day waiting period.

Fiscal Impact:

Adoption of the new fee structure increases the per square footage income for the District by $0.29 for residential and up to $0.05 for commercial/industrial structures.

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 34, increasing school facilities (developer) fees, per Senate Bill 50, 1998 (Education Sections 17620) and Government Code Section 65995, and that authority to sign the resolution be exercised pursuant to BUSD—AR 3314, as presented.

RESOLUTION NO. 34

RESOLUTION OF THE BOARD OF EDUCATION OF THE BURBANK UNIFIED SCHOOL DISTRICT APPROVING AN INCREASE IN STATUTORY SCHOOL FEES IMPOSED ON NEW RESIDENTIAL AND COMMERCIAL/INDUSTRIAL CONSTRUCTION PURSUANT TO EDUCATION CODE SECTION 17620 AND GOVERNMENT CODE SECTION 65995

WHEREAS, the Board of Education ("Board") of the Burbank Unified School District ("District") provides for the educational needs for Grade TK-12 students; and

WHEREAS, on January 22, 2020, the State Allocation Board ("SAB") authorized an adjustment in the statutory school fee amounts for unified school districts pursuant to Government Code Section 65995(b)(3) to Four and 08/100 Dollars ($4.08) per square foot for assessable space of new residential construction ("Residential Statutory School Fees") and Sixty-Six Cents ($0.66) per square foot of chargeable covered and enclosed space for the categories of new commercial/industrial construction ("Commercial/Industrial Fees" and collectively "Statutory School Fees"), as long as such increases are properly justified by the District pursuant to law; and

WHEREAS, in 2018, the Board had previously adopted and the District has imposed statutory school fees pursuant to Education Code Section 17620 and Government Code Section 65995(b) (1) and (b) (2) in the amount of Three and 79/100 ($3.79) per square foot for assessable space of new residential construction and up to Sixty-One Cents ($0.61) per square foot of chargeable covered and enclosed space for the categories of new commercial/industrial construction; and

WHEREAS, new residential and commercial/industrial construction continues to generate additional students for the District's schools and the District is required to provide school facilities ("School Facilities") to accommodate those students; and

WHEREAS, the District does not have sufficient funds available for the construction or reconstruction of the School Facilities, including acquisition of sites, construction of permanent School Facilities, and acquisition of interim School Facilities, to accommodate students from new residential and commercial/industrial construction; and

WHEREAS, the Board has received and considered a report entitled, School Fee Justification Study ("Study"), which includes information, documentation, and analysis of the School Facilities needs of the District, including: (a) the purpose of the Applicable Statutory School Fees; (b) the use to which the Applicable Statutory School Fees are to be put; (c) the nexus (roughly proportional and reasonable relationship) between the residential and commercial/industrial construction and (1) the use for Applicable Statutory School Fees, (2) the need for School Facilities, (3) the cost of School Facilities and the amount of Applicable Statutory School Fees from new residential and commercial/industrial construction; (d) a determination of the impact of the increased number of employees anticipated to result from the commercial/industrial construction

(by category) upon the cost of providing School Facilities within the District; (e) an evaluation and projection of the number of students that will be generated by new residential construction; (f) the new School Facilities that will be required to serve such students; and (g) the cost of such School Facilities; and

WHEREAS, the Study pertaining to the Statutory School Fees and to the capital facilities needs of the District has been available to the public for at least ten (10) days before the Board considered at a regularly scheduled public meeting the increase in the Statutory School Fees; and

WHEREAS, all notices of the proposed increase in the Statutory School Fees have been given in accordance with applicable law; and

WHEREAS, a public hearing was duly held at a regularly scheduled meeting of the Board relating to the proposed increase in the Statutory School Fees on March 19, 2020; and

WHEREAS, as to the Statutory School Fees, Education Code Section 17621 provides that the adoption, increase or imposition of any fee, charge, dedication, or other requirement, pursuant to Education Code Section 17620 shall not be subject to the California Environmental Quality Act, Division 13 (commencing with Section 21000) of the Public Resources Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BURBANK UNIFIEDSCHOOL DISTRICT AS FOLLOWS:

Section 1. That the Board accepts and adopts the Study.

Section 2. That the Board finds that the purpose of the Statutory School Fees imposed upon new residential construction are to fund the additional School Facilities required to serve the students generated by the new residential construction upon which the Statutory School Fees are imposed.

Section 3. That the Board finds that the Statutory School Fees imposed on new residential construction will be used only to finance those School Facilities described in the Study and related documents, and that these School Facilities are required to serve the students generated by the new residential construction within the District; and that the use of the Statutory School Fees will include construction or acquisition of additional School Facilities, remodeling existing School Facilities to add or replace classrooms, and technology, and acquiring and installing additional portable classrooms and related School Facilities, with the, remodeling of existing School Facilities, and additional portables to be determined based on the residence of the students being generated by such new residential construction, as well as any required central administrative and support facilities, within the District.

Section 4. That the Board finds that there is a roughly proportional, reasonable relationship between the use of the Statutory School Fees and the new residential construction within the District because the Statutory School Fees imposed on new

residential construction by this Resolution will be used to fund School Facilities that will be used to serve the students generated by such new residential construction.

Section 5. That the Board finds that there is a roughly proportional, reasonable relationship between the new residential construction upon which the Statutory School Fees are imposed, and the need for School Facilities in the District because new students will be generated from new residential construction within the District and the District does not the existing School Facilities to accommodate these students.

Section 6. That the Board finds that the amount of the Statutory School Fees imposed on new residential construction as set forth in this Resolution is roughly proportional and reasonably related to, and does not exceed the cost of, providing the School Facilities required to serve the students generated by such new residential construction within the District.

Section 7. That the Board finds that the purpose of the Statutory School Fees imposed on new commercial/industrial construction is to fund the additional School Facilities required to serve the students generated by the new commercial/industrial construction upon which the Commercial/Industrial Fees are imposed.

Section 8. That the Board finds that the Statutory School Fees imposed on new commercial/industrial construction (by category) will be used only to finance those School Facilities described in the Study and related documents and that these School Facilities are required to serve the students generated by such new commercial/industrial construction; and that the use of the Statutory School Fees will include construction or acquisition of additional School Facilities, remodeling existing School Facilities to add additional classrooms and technology, and acquiring and installing additional portable classrooms and related facilities, with the remodeling of existing School Facilities, and additional portables to be determined based on the residence of the students being generated by such new commercial/ industrial construction, as well as any required central administrative and support facilities within the District.

Section 9. That the Board finds that there is a roughly proportional, reasonable relationship between the use of the Statutory School Fees and new commercial/industrial construction by category within the District because the Statutory School Fees imposed on commercial/industrial construction by this Resolution will be used to fund School Facilities which will be used to serve the students generated by such new commercial/industrial construction.

Section 10. That the Board finds that there is a roughly proportional, reasonable relationship between the new commercial/industrial construction by category, upon which the Statutory School Fees are imposed, and the need for additional School Facilities in the District because new students will be generated from new commercial/industrial construction within the District and the District does not have existing School Facilities to accommodate these students.

Section 11. That the Board finds that the amount of the Statutory School Fees imposed on new commercial/industrial construction by category as set forth in this Resolution is roughly proportional and reasonably related to and does not exceed the

cost of providing the School Facilities required to serve the students generated by such new commercial/industrial construction within the District.

Section 12. That the Board finds that a separate fund ("Fund") of the District and two or more sub-funds ("Sub-Funds") have been created or are authorized to be established for all monies received by the District for the deposit of Statutory School Fees and mitigation payments ("Mitigation Payments") imposed on construction within the District and that said Fund and Sub-Funds at all times have been separately maintained, except for temporary investments, with other funds of the District as authorized by law.

Section 13. That the Board finds that the monies of the separate Fund or the separate Sub-Funds described in Section 12, consisting of the proceeds of Statutory School Fees and Mitigation Payments have been imposed for the purposes of constructing and reconstructing those School Facilities necessitated by new residential and/or commercial/industrial construction, and thus, these monies may be expended for all those purposes permitted by applicable law. The Statutory School Fees may also be expended by the District for the costs of performing any study or otherwise making the findings and determinations required under subdivisions (a), (b) and (d) of Section 66001 of the Government Code. In addition, the District may also retain, as appropriate, an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code Section 17620 for reimbursement of the administrative costs incurred by the District in collecting the Statutory School Fees.

Section 14.

That the Board hereby is justified in levying the Statutory School Fees as a condition of approval of new residential development projects and imposes the Applicable Statutory School Fees on such development projects in the following amounts:

a. Four and 08/100 Dollars ($4.08) per square foot of assessable space for new residential construction, including new residential projects, manufactured homes and mobile homes as authorized under Education Code Section 17625, and including residential construction or reconstruction other than new construction where such construction or reconstruction results in an increase of assessable space, as defined in Government Code Section 65995, in excess of five hundred (500) square feet.

b. Sixty-Six Cents ($0.66) per square foot of assessable space for new residential construction used exclusively for the housing of senior citizens, as described in Section 51.3 of the Civil Code or as described in subdivision (k) of Section 1596.2 of the Health and Safety Code or a multi-level facility as described in paragraph 9 of subdivision (d) of Government Code Section 15432 or any mobile home or manufactured home that is located within a mobile home park, subdivision, cooperative or condominium for mobile homes limited to older persons as defined by the Federal Fair Housing Amendments of 1988.

Section 15. That this Board hereby is justified in levying Statutory School Fees

as a condition of approval of new commercial/industrial construction projects and levies the Applicable Statutory School Fees on such development projects to Sixty-Six Cents ($0.66) per square foot of chargeable covered and enclosed space for all categories of commercial/industrial construction except for properties that are classified as rental self-storage properties. The maximum applicable Statutory School Fees that may be levied on a per square foot of chargeable covered and enclosed space is Four Cents ($0.04) for rental self-storage properties.

Section 16. That the proceeds of the Statutory School Fees established pursuant to this Resolution shall continue to be deposited into those Sub-Funds of the Funds identified in Section 12 of this Resolution, the proceeds of which shall be used exclusively for the purpose for which the Statutory School Fees are to be collected, including, as to Statutory School Fees, accomplishing any study, findings or determinations required by subdivisions (a), (b) and (d) of Section 66001 of the Government Code, or retaining an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code Section 17620 for reimbursement of the administrative costs incurred by the District in collecting the Statutory School Fees or in financing the described Study or in defending the imposition of Statutory School Fees.

Section 17. That the District's Superintendent, or designee, is directed to cause a copy of this Resolution to be delivered to the building officials of the City of Burbank (the "City") and the Office of Statewide Health Planning and Development ("OSHPD") along with a copy of all the supporting documentation referenced herein and a map of the District clearly indicating the boundaries thereof, advising the City and the OSHPD that new residential and commercial/ industrial construction is subject to the Statutory School Fees changed pursuant to this Resolution and requesting that no building permit or approval for occupancy be issued by any of these entities for any new residential development project, mobile home or manufactured home subject to the Statutory School Fees absent a certification of compliance ("Certificate of Compliance") from the District demonstrating compliance of such project with the requirements of the Statutory School Fees, nor that any building permit be issued for any nonresidential construction absent a certification from this District of compliance with the requirements of the applicable Statutory School Fees.

Section 18. That the Board hereby establishes a process that permits the party against whom the Commercial/Industrial Fees are imposed the opportunity for a hearing to appeal that imposition of Commercial/Industrial Fees for commercial/industrial construction as stated in Education Code Section 17621(e)(2).

Section 19. That the Superintendent is authorized to cause a Certificate of Compliance to be issued for each development project, mobile home and manufactured home for which there is compliance with the requirement for payment of the Statutory School Fees in the amounts specified by this Resolution. In the event a Certificate of Compliance is issued for the payment of Statutory School Fees for a development project, mobile home or manufactured home and it is later determined that the statement or other representation made by an authorized party concerning the development project as to square footage is untrue or in the event the zoning is declared invalid, then such Certificate of Compliance shall automatically terminate, and the appropriate City or OSHPD shall be so notified.

Section 20. That no statement or provision set forth in this Resolution, or referred to therein shall be construed to repeal any preexisting fee or mitigation amount previously imposed by the District on any residential or nonresidential construction.

Section 21. That if any portion or provision hereof is held invalid, the remainder hereof is intended to be and shall remain valid.

Section 22. That the change in the District's Statutory School Fees will become effective sixty (60) days from the date of this Resolution unless a separate resolution increasing the fees immediately on an urgency basis is adopted by the Board.

PASSED AND ADOPTED by the Board of Education of the Burbank Unified School District on the 19th day of March, 2020.

Signed: _____
Armond Aghakhanian, President to the Board of Education
Burbank Unified School District
County of Los Angeles, State of California

Signed: _____
Charlene Tabet, Clerk to the Board of Education
Burbank Unified School District
County of Los Angeles, State of California

I, Charlene Tabet, Clerk, Board of Education of the Burbank Unified School District, do hereby certify that the foregoing was duly adopted by the Board of Education of such District at a regular meeting of said Board held on the 19th day of March, 2020, at which a quorum of such Board was present and acting throughout and for which notice and an agenda was prepared and posted as required by law and at which meeting all of the members of such Board had due notice and that at such meeting the attached resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Clerk, Board of Education of the Burbank Unified School District

STATE OF CALIFORNIA)
) ss.
COUNTY OF LOS ANGELES)

I, Charlene Tabet, Clerk, Board of Education of the Burbank Unified School District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. of said Board, and that the same has not been rescinded, amended or repealed.

Dated this 19th day of March, 2020.

_____
Clerk, Board of Education of the Burbank Unified School District

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Alyssa Low, Director of Fiscal
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	March 19, 2020
SUBJECT:	Approval of Second Interim Report for 2019-2020 Fiscal Year

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Background:

A Second Interim report must be prepared each year using the period July 1 through January 31 as a predictor for the rest of the fiscal year, and, in addition, projecting the next two fiscal years' balances in terms of cash and budget. Based upon this analysis the Board must take action to certify to the Los Angeles County Office of Education (LACOE) whether or not it can make a positive, qualified or negative certification of its ability to meet all of its financial obligations.

Discussion/Issues:

All amendments to the budget posted through the end of January are reflected in this report. In addition, the projected figures include items which LACOE instructs Districts to include or address. These items are detailed in the assumptions included in this report. The most significant information from the Governor's proposed budget is a reduction to the projected Cost of Living Adjustment (COLA) for 2020-21 and 2021-22. It was projected to be 3.00% in 2020-21 and 2.80% in 2021-22. It is now 2.29% for 2020-21 and 2.71% for 2021-22. This change in COLA is included in the multi-year projection.

Additionally, the Governor is proposing a change to the way Districts are funded for Special Education students. Through this new calculation, Districts would receive $557 per ADA for the 2019-20 fiscal year. Currently BUSD receives $523 per ADA. This is new revenue that BUSD will receive in the 2019-20 fiscal year of $634,483. For the proposed 2020-21 and 2021-22 fiscal year, the amount per ADA would rise again to $660 per pupil. This would be an additional $1,509,752 in AB602 State Special Education funding. Because this is not guaranteed, BUSD is reflecting this revenue increase and reserving the additional revenue as a component of the ending fund balance. In the event at May Revise this funding is changed or removed, this change will be shown at 2020-21 Budget Adoption.

In order to meet the 3% required Reserve for Economic Uncertainty (REU) for the current Second Interim budget and multi-year projection, reductions are required to be made. For 2020-21 Projected Budget, a total of $3,844,105 is being proposed and for 2021-22 a total of $5,445,867 is being proposed for approval in order to meet the required 3% REU.

Fiscal Impact:

None.

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve a positive certification of the Second Interim Report for the 2019-2020 fiscal year, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

Equity and Excellence

Office of Administrative Services
2019-20 Second Interim

Revenue Assumptions

The following revenue assumptions are for Second Interim 2019-20 and the multi-year projection 2020-21 and 2021-22.

The Second Interim budget for 2019-2020 is based off of P2 and ADA assumptions. In the multi-year projection for fiscal years 2020-2021 and 2021-22, the ADA projection remains flat.

Projected ADA – based on 96% of Enrollment

2019-20	2020-21	2021-22
14,662.87	14,585.40	14,585.40

The District receives revenue from four sources. Shown in the table below are the assumptions for Second Interim, and projected years 2020-21 and 2021-22.

REVENUE	Adopted Budget 2019-20	First Interim 2019-20	Second Interim 2019-20	Projected Budget 2020-21	Projected Budget 2021-22
LCFF Source Revenues	$138,940,768	$138,545,355	$138,545,355	$140,781,725	$144,438,373
Federal Revenues	5,785,392	6,113,655	6,124,072	6,124,072	6,124,072
Other State Revenues	14,498,333	16,576,067	17,210,550	16,428,541	16,428,541
Other Local Revenues	2,580,721	7,087,431	7,827,695	7,369,714	7,265,132
Total	$161,805,214	$168,322,508	$169,707,672	$170,703,752	$174,256,118

The details of revenue projections is as follows:
Local Control Funding Formula Revenue (LCFF) is comprised of:

- State Aid

Grade	Base Grant Rate per ADA Second Interim COLA included	Base Grant Rate per ADA 2020-21 COLA included	Base Grant Rate per ADA 2021-22 COLA included
K-3	$8,503	$8,697	$8,932
4-6	$7,818	$7,997	$8,214
7-8	$8,050	$8,234	$8,457
9-12	$9,572	$9,791	$10,057

- Property Taxes and other local revenue
  - Projected Property and other local revenue for 2019-20, 2020-21 and 2021-22: $50,134,538
- Education Protection Account (EPA) is received quarterly during the months of September, December, March and June. The District will pay certificated salaries and related benefits as the appropriate use of this funding.
  - Projected EPA funding for 2019-20, 2020-21, 2021,22: $24,217,896
- Supplemental Grant
  - Based on the percentage of unduplicated students.

Unduplicated pupil count which provides Supplemental and Concentration grant funding is made up of the following student population:

- English Learners
- Students who receive free or reduced price meals
- Foster Youth

In order to receive Supplemental Grant funding, Districts need to have an unduplicated pupil count of 20%. In order to receive Concentration Grant funding, Districts need to have an unduplicated pupil count of 50% or greater. Burbank USD's projected unduplicated count is as follows:

- Projected Unduplicated pupil count Supplement Grant funding for Second Interim remains unchanged from First Interim:

Budget Adoption 40.53% Unduplicated	First Interim 40.47% Unduplicated	Second Interim 40.47% Unduplicated	Projected 2020-21 40.13% Unduplicated	Projected 2021-22 39.65% Unduplicated
$10,328,113	$10,285,996	$10,285,996	$10,372,134	$10,525,876

Cost of Living Adjustments (COLA) is applied to the base grant of LCFF revenue. At First Interim BUSD projection for COLA is seen below. However, in the Governor's proposed budget, it has been proposed to reduce the COLA. BUSD projected Second Interim budget reflects this change in COLA.

COLA	2019-20	2020-21	2021-22
First Interim	3.26%	3.00%	2.80%
Governor's Proposed	3.26%	2.29%	2.71%

Lottery Projections remain the same as First Interim projections and are as follows:

	First Interim 2019-20	Second Interim 2019-20	Projected 2020-21	Projected 2020-21
Unrestricted	2,243,419	2,243,419	2,243,419	2,243,419
Restricted	1,073,188	1,073,188	1,073,188	1,073,188

- One-Time funding: In Second Interim 2019-20 there remains the projection of one-time funding based on AB/SB 114 – This is an Assembly Bill that provides one-time unrestricted funding generated by preschoolers with disabilities. This figure is based off of BUSD's 2018-19 preschool pupil count of 148 which equates to $1,333,475. This is one-time funding and only in Fiscal Year 2019-20. In the multi-year projection for 2020-21 and 2021-22, there is no one time funding projected to be received by the State or continued funding generated by preschoolers with disabilities.
- Federal funding is projected to remain flat for 2020-21 and 2021-22. Below is a table that shows our projected restricted general fund allocations:

	Budget Adoption 2019-20	First Interim 2019-20	Second Interim 2019-20	Projected 2020-21	Projected 2021-22
Title I	1,726,764	1,892,712	1,903,223	1,903,223	1,903,223
Title II	297,914	338,770	338,770	338,770	338,770
Title III IE	57,323	52,309	52,309	52,309	52,309
Title III EL	170,245	259,913	259,913	259,913	259,913
Title IV	111,031	145,355	145,355	145,355	145,355
Perkins	76,715	76,157	76,157	76,157	76,157

Restricted Grant Funding:

- **CTE – Career Technical Education**
  - This is formally known as ROP. We no longer receive ROP grant funding, however, BUSD contributes from the general fund to CTE.
- **CTIEG – Career Technical Education Incentive Grant Program**
  - The California Career Technical Education Incentive Grant (CTEIG) program is established as a State education, economic, and workforce development initiative with the goal of providing

students in kindergarten through grade twelve, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education.
    - We apply and receive these funds on an annual basis. Should we not receive the grant, the revenue and expenditures will be reduced from the Multi-Year Projection.
- **ASES – After School Education and Safety Grant**
    - Provides funds to districts that collaborate with community partners to provide safe and educationally enriching alternatives for students after school. BUSD partners with the Boys and Girls Club of Burbank and Greater East Valley who provide this service.
    - We apply for and receive an ASES allocation annually.
- **Classified School Employee Summer Assistance Grant**
    - The Classified School Employee Summer Assistance Program (CSESAP) provides up to a dollar for dollar match on amounts withheld from BUSD participating classified school employees' monthly paychecks during the 2019-20 school year. The classified employees' pay withheld and the State match funds will be paid by the District to the District's participating and eligible employees in the summer months following the 2019-20 school year.
    - BUSD can elect to apply each year the grant is offered. This is the first year of the grant. In the multi-year projection this grant revenue and expense is removed since it is not known how many employees each year will participate and what funds the District expects.
- **Low Performing Student Block Grant**
    - Provides funds for LEAs serving students identified as low-performing on state English language arts (ELA) or math assessments, who are not otherwise identified for supplemental grant funding under the LCFF, or eligible for special education services.
    - Half of BUSD's awarded allocation was received in 2018-19. However, it will be spent in 2019-20. The balance of the grant will be received in 2019-20 and will be spent in 2020-21 with no new funding released by the State in future years.
- **K12 Strong Workforce Pathways Grant**
    - The Strong Workforce Program is established as an education, economic, and workforce development initiative for the purpose of expanding the availability of high-quality, industry-valued career technical education and workforce development courses, programs, pathways, credentials, certificates, and degrees.
    - We apply for and receive these funds on an annual basis. Should we not receive the grant, the revenue and expenditures will be reduced from the Multi-Year Projection.

Program	Budget Adoption 2019-20	First Interim 2019-20	Second Interim 2019-20	Projected 2020-21	Projected 2021-22
CTE	820,000	820,000	820,000	820,000	820,000
CTIEG	434,711	434,711	434,711	434,711	434,711
ASES	557,043	603,835	603,835	603,835	603,835
CSEA Summer Assistance Grant	451,058	451,058	451,058	-0-	-0-
Low Performing Student Block Grant	492,030	497,506	491,505	497,505	-0-
K12 Strong Workforce Pathways	-0-	406,642	406,642	406,642	406,642

Mandated Costs Block Grant Revenue
The District, authorized by the Board of Education, continues to participate in the Mandated Block Grant offered by the State, which will reimburse by ADA rather than actual forms for each mandate. The following is a chart of assumptions used per ADA second interim projected budgets in the multi-year projection:

Fiscal Year	Grade K-8 ADA	Grade 9-12 ADA	Total Projected Allocation
2019-20	$32.18 @ 9,446.37 ADA	$61.94 @ 5,216.50 ADA	$627,094
2020-21	$33.15 @ 9,499.15 ADA	$63.80 @ 5,086.25 ADA	$639,399
2021-22	$33.15 @ 9,499.15 ADA	$63.80 @ 5,086.25 ADA	$639,399

Special Education AB602
The Governor is proposing a change to the way Districts are funded for Special Education students. Through this new calculation, Districts would receive $557 per ADA for the 2019-20 fiscal year. Currently BUSD receives $523 per ADA. This is new revenue that BUSD will receive in the 2019-20 fiscal year of $634,483.

Additionally, for the proposed 2020-21 and 2021-22 fiscal year, the amount per ADA would rise again to $660 per pupil. This would be an additional $1,509,752 in AB602 State Special Education funding. Because this is not guaranteed, BUSD is reflecting this revenue increase and reserving the additional revenue as a component of the ending fund balance. In the event at May Revise this funding is changed or removed, this change will be shown at 2020-21 Budget Adoption.

Expenditure Assumptions

The following expenditure assumptions are for Second Interim 2019-20 and the multi-year projection 2020-21 and 2021-22.

Combined Unrestricted and Restricted Overview:

EXPENDITURE CATEGORIES	Proposed Budget 2019-20	First Interim 2019-20	Second Interim 2019-20	Projected Budget 2020-21	Projected Budget 2021-22
Certificated Salaries	$75,008,762	$75,187,220	$75,402,712	$76,376,076	$77,963,753
Classified Salaries	28,118,072	28,566,987	28,501,846	28,681,224	29,978,160
Employee Benefits	37,989,620	37,799,395	37,720,680	40,564,267	42,491,029
Books, Supplies	3,291,302	9,584,340	9,792,782	5,185,663	4,566,081
Services/Other Operations	15,614,550	18,985,894	19,642,253	20,657,460	21,116,775
Capital Outlay	186,875	276,936	315,603	-0-	-0-
Other Outgo	1,914,797	2,152,552	1,901,108	1,784,514	1,584,847
Other Adjustments*				($3,844,105)	($5,445,867)
Total	$162,123,978	$172,553,324	$173,276,984	$169,405,099	$172,254,778

see final page of assumptions

Salary step and column – Each employee is hired at a certain salary range which is known as step and column. Employees, depending on experience & degrees held, move within that negotiated salary step and column. The amounts below are the estimated costs of step and column movement for First Interim and the multi-year projection:

	Budget Adoption 2019-20	First Interim 2019-20	Second Interim 2019-20	Projected 2020-21	Projected 2021-22
BTA Step Increase	$816,611	$829,713	$829,713	$829,713	$829,713
CSEA Step Increase	$469,469	$386,305	$386,305	$386,305	$386,305
BASA Step Increase	$115,458	$130,199	$130,199	$130,199	$130,199
BTA Column	$100,000	$100,000	$100,000	$100,000	$100,000

Employee Salary, Benefits and Statutory Benefits

- Health and welfare are calculated and included in Second Interim. For the multi-year projection, an increase of 2% has been projected.
- The District will continue to pay retiree benefits up to the district cap of $12,000.
- OPEB (GASB) current year contributions will stop for fiscal year 2017-18 and pay-as-you-go will continue with a cap of $1,165,000. Expenditures exceeding $1,165,000 will be paid from Trust fund 71.0 until the trust is spent down to a minimum of $3.5M.
- A 1% on-schedule raise and retroactive pay assumption is also within the 2019-20 budget for 2018-19 BASA negotiations.

Below is a table representing the contribution obligation to statutory benefits:

	Budget Adoption 2019-20	First Interim 2019-2020	Second Interim 2019-20	Projected 2020-2021	Projected 2021-2022
PERS	20.73%	19.721%	19.721%	22.80%	24.90%
STRS	16.70%	17.10%	17.10%	18.40%	18.10%
OASDI	6.20%	6.20%	6.20%	6.20%	6.20%
SUI	0.050%	0.050%	0.050%	0.050%	0.050%
APPLE	3.75%	3.75%	3.75%	3.75%	3.75%
MEDICARE	1.45%	1.45%	1.45%	1.45%	1.45%
W/C	2.77%	2.77%	2.77%	2.77%	2.77%

Minimum Wage is due to increase in January 2020,21 & 22. Below is the assumption representing how much it will cost for salaries and benefits:

2019-20 - $13	2020-21 - $14	2021-22 - $15
$55,200	$75,348	$419,767

Consumer Price Index (CPI) is applied to unrestricted supplies (object code 4000-4999) and Services (object code 5000-5999). This includes utilities, water, electricity and gas. Below is the annual percentage:

2019-20	2020-21	2021-22
3.09%	2.99%	2.89%

Other Expenditures

- LACOE is converting their financial system PeopleSoft to BEST and they have prorated the fees for the district beginning 2017-18 of $105,670 per year. The District's implementation is scheduled on a rollout basis by functional area (Human Resources, Payroll, Accounts Payable, Purchasing etc…) for 2019-20 through 2020-21.
- The City of Burbank has advised the District that the District will have to run and pay for our Board of Education election. The Adopted Budget and multiyear projection reflect the additional expenditure of $134,000 in anticipation of these costs in year 2019-20 for the Parcel Tax and 2020-21 for the Board Election.
- Deferred Maintenance revenue has been rolled into the LCFF funding model in the General Fund. The 2019 fiscal year contribution will be $400,000 per year. Contributions for 2020-21 and 2021-22 have been included in the budget, however for the District's fiscal stability plan and once approved, will no longer continue.

General Fund Contributions

Program contributions from General Fund Unrestricted to Restricted:

	Budget Adoption 2019-20	First Interim 2019-20	Second Interim 2019-20	Projected 2020-21	Projected 2021-22
Special Education	$18,850,982	$20,606,314	$20,347,237	$20,859,051	$21,227,128
Routine Restricted Maintenance	4,896,241	4,896,241	4,896,241	5,082,153	5,167,643
District Rentals Revenue	(325,126)	(359,189)	(343,081)	(343,081)	(343,081)
Totals:	$23,422,097	$25,143,366	$24,900,397	$25,598,123	$26,051,691

Special Education contribution changes from First Interim to Second Interim:

- Certificated Salaries – $77,908
- Reductions in Classified Salaries and Benefits ($18,131)
- Small reduction in supplies ($195)
- Services - $312,428 – due to NPA/NPS, Consultants
- Transportation - $104,114
- Excess Costs - $3,396
- Additional revenue which reduced the contribution due to increase in AB602 per ADA - $634,483

Program contributions from General Fund Unrestricted to Unrestricted programs:

	Budget Adoption 2019-20	First Interim 2019-20	Second Interim 2019-20	Projected 2020-21	Projected 2021-22
Special Education Transportation	$1,592,681	$1,696,795	$1,777,681	$1,830,834	$1,883,745
Unrestricted Operations	5,732,579	5,792,680	5,690,195	5,690,195	5,690,195
CDS	256,597	255,663	244,230	244,230	244,230
CTE	820,000	820,000	820,000	820,000	820,000
Total	$8,401,857	$8,565,138	$8,532,106	$8,585,259	$8,638,170

- $150,000 will continue to be set aside annually in Fund 40.0 for Long Term Maintenance and/or replacement of the synthetic track and field at both high schools as required by the City of Burbank and approved by the Board of Education.

Transfers In/Out

	Budget Adoption 2019-20	First Interim 2019-20	Second Interim 2019-20	Projected 2020-21	Projected 2021-22
Fund 11 – FACTS	$268,520	$229,728	$192,972	$192,972	$192,972
Fund 12 – Child Development Fund / Horace Mann	306,860	666,571	650,687	375,192	126,371
Fund 12 – Child Development Fund / Horace Mann - LCAP Supplemental	108,647	182,075	159,711	159,711	159,711
Fund 14 – Deferred Maintenance	400,000	400,000	400,000	400,000	400,000
Totals:	$1,269,102	$1,478,374	$1,403,370	$1,127,875	$ 879,054

Fund 12 – Child Development Fund / Horace Mann contribution changes from First Interim to Second Interim:

- Revenues slightly higher than expected by $15,221 Child Development
- Revenues less than expected by $209,730 for ATB due to enrollment being down
- Expenditures down by $217,166

Local Control Accountability Plan (LCAP):

The LCAP is a living document that is approved annually by the Board of Education who considers the LCAP Committee and stakeholder recommendations and input. The CCSESA (California County Superintendents Educational Services Association) LCAP approval manual continues to be updated by LACOE as required.

LCAP is fully funded in the Second Interim budget for 2019-20 and projected 2020-21, 2021-22 budgets.

Operational Site Budgets

- Elementary Schools receive $53.50, Middle Schools receive $62, and High Schools receive $90 per enrolled student.

Other Adjustments

In order to remain fiscally stable in 2019-20, 2020-21 and 2021-22, reductions need to be made to meet the required 3% Reserve for Economic Uncertainty. The following reductions have been projected within the Second Interim budget and Multi-Year projection:

Multi-Year Projection Fiscal Stabilization Plan

Proposed Reductions	2019-20	2020-21	2021-22
Not filling Vacancies	$267,535	$490,859	$490,859
• **Two TOSA Positions**			
• **Supervisor M&O**			
• **Assistant Principal - Miller Elementary**			
Central Office Reductions	62,477	300,000	600,000
• **District Office Attendance Technician**			
• **Tech Support Specialist I**			
• **1.5 FTE in 2020-21**			
• **4.0 FTE in 2021-22**			
Special Education Reductions		481,000	570,000
• **.5 FTE Itinerant**			
• **2.0 FTE SPED Teacher Mild/Moderate**			
• **2.0 FTE DTT**			
• **1.0 FTE Program Specialist**			
• **.20 TOSA – Assistive Tech**			
Eliminate Elementary PE teachers – 5.0 FTE		409,751	409,751
Eliminate Elementary Music Teachers – 3.0 FTE		284,000	536,436
• **3.0 FTE in 2020-21**			
• **2.0 FTE in 2021-22**			
Increase Class Size		753,000	840,000
• **Teacher Single Subject – 7.0 FTE**			
• **Teacher Multiple Subject – 1.0 FTE**			
Reduce Career Tech Program		250,000	550,000
Move Pre-Service day to Supplemental Funding		200,000	800,000
Reduce Deferred Maintenance		400,000	400,000
Increase Horace Mann and ATB fees		275,495	248,821
Total Proposed Reduction	$330,012	$3,844,105	$5,445,867

	UNAUDITED ACTUALS 2018-19			ADOPTED BUDGET 2019-2020			FIRST INTERIM 2019-20			SECOND INTERIM 2019-20			PROJECTED 2020-21			PROJECTED 2021-22		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES																		
1) LCFF/ Revenue Limit Sources	132,510,609	0	132,510,609	138,940,768	0	138,940,768	138,545,355	0	138,545,355	138,545,355	0	138,545,355	140,781,425	0	140,781,425	144,438,373	0	144,438,373
2) Federal Revenue	0	5,993,155	5,993,155	0	5,785,392	5,785,392	0	6,113,655	6,113,655	0	6,124,072	6,124,072	0	6,124,072	6,124,072	0	6,124,072	6,124,072
3) State Revenue	5,864,985	22,781,842	28,646,827	2,892,277	11,606,056	14,498,333	4,253,802	12,322,265	16,576,067	4,253,802	12,956,748	17,210,550	2,916,081	13,512,460	16,428,541	2,916,081	13,512,460	16,428,541
4) Local Revenue	855,940	4,085,584	4,941,524	506,063	2,074,658	2,580,721	810,050	6,277,381	7,087,431	804,308	7,023,387	7,827,695	521,713	6,848,001	7,369,714	521,713	6,743,419	7,265,132
5) TOTAL, REVENUES	**139,231,534**	**32,860,582**	**172,092,116**	**142,339,108**	**19,466,106**	**161,805,214**	**143,609,207**	**24,713,301**	**168,322,508**	**143,603,465**	**26,104,207**	**169,707,672**	**144,219,219**	**26,484,533**	**170,703,752**	**147,876,167**	**26,379,951**	**174,256,118**
B. EXPENDITURES																		
1) Cert Sal	63,176,213	11,880,235	75,056,448	62,374,638	12,634,124	75,008,762	62,217,354	12,969,866	75,187,220	62,270,124	13,132,588	75,402,712	63,180,890	13,195,186	76,376,076	64,438,001	13,525,752	77,963,753
2) Class Sal	16,695,328	10,262,276	26,957,604	16,895,081	11,222,991	28,118,072	16,875,993	11,690,994	28,566,987	16,752,364	11,749,482	28,501,846	17,089,183	11,592,041	28,681,224	17,724,419	12,253,741	29,978,160
3) Benefits	27,727,141	18,704,212	46,431,353	28,809,403	9,180,217	37,989,620	28,465,931	9,333,464	37,799,395	28,390,088	9,330,592	37,720,680	30,652,179	9,912,088	40,564,267	31,878,473	10,612,556	42,491,029
4) Bks&Supp	1,431,923	1,715,541	3,147,464	1,653,328	1,637,974	3,291,302	1,798,566	7,785,774	9,584,340	1,835,436	7,957,346	9,792,782	1,304,977	3,880,686	5,185,663	1,342,691	3,223,390	4,566,081
5) Servs, othr	9,786,216	9,215,272	19,001,488	9,189,701	6,424,849	15,614,550	9,586,716	9,399,178	18,985,894	9,529,654	10,112,599	19,642,253	10,148,150	10,509,311	20,657,460	10,303,745	10,813,030	21,116,775
6) Capital	123,533	895,331	1,018,864	96,369	90,506	186,875	96,369	180,567	276,936	91,369	224,234	315,603	0	0	0	0	0	0
7) Other Outgo (excl Indirect)																		
	1,804,335	1,146,463	2,950,798	1,648,714	1,162,773	2,811,487	1,782,612	1,280,979	3,063,591	1,512,200	1,284,375	2,796,575	1,387,390	1,299,499	2,686,889	1,276,519	1,359,999	2,636,518
8) Other Outgo (Indirect):	(1,299,768)	479,051	(820,717)	(1,508,445)	611,755	(896,690)	(1,602,003)	690,964	(911,039)	(1,583,974)	688,507	(895,467)	(1,583,974)	681,599	(902,375)	(1,694,845)	643,174	(1,051,671)
9) Other Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	(3,844,105)	0	(3,844,105)	(5,445,867)	0	(5,445,867)
9) TOTAL, EXPENDITURES	**119,444,922**	**54,298,381**	**173,743,303**	**119,158,789**	**42,965,189**	**162,123,978**	**119,221,538**	**53,331,786**	**172,553,324**	**118,797,261**	**54,479,723**	**173,276,984**	**118,334,690**	**51,070,409**	**169,405,099**	**119,823,136**	**52,431,642**	**172,254,778**
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES	19,786,612	(21,437,799)	(1,651,187)	23,180,319	(23,499,083)	(318,764)	24,387,669	(28,618,485)	(4,230,816)	24,806,204	(28,375,516)	(3,569,312)	25,884,529	(24,585,876)	1,298,653	28,053,031	(26,051,691)	2,001,340
	14,648			*14,689*			*14,663*			*14,663*			*14,585*			*14,585*		
D. OTHER FINANCING SOURCES/USES																		
1) Interfund Transfers																		
a) Transfers In	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b) Transfers Out	(823,966)	0	(823,966)	(1,084,027)	0	(1,084,027)	(1,478,374)	0	(1,478,374)	(1,403,370)	0	(1,403,370)	(1,127,875)	0	(1,127,875)	(879,054)	0	(879,054)
2)Other Sources/Uses																		
a) Sources																		
b) Uses																		
3) Contributions	(22,044,053)	22,044,053	0	(23,422,097)	23,422,097	0	(25,143,366)	25,143,366	0	(24,900,397)	24,900,397	0	(25,598,123)	25,598,123	0	(26,051,691)	26,051,691	0
4) TOTAL, OTHER FINANCING SOURCES/USES	**(22,868,019)**	**22,044,053**	**(823,966)**	**(24,506,124)**	**23,422,097**	**(1,084,027)**	**(26,621,740)**	**25,143,366**	**(1,478,374)**	**(26,303,767)**	**24,900,397**	**(1,403,370)**	**(26,725,998)**	**25,598,123**	**(1,127,875)**	**(26,930,745)**	**26,051,691**	**(879,054)**
	142,312,940		174,567,268	143,664,913		163,208,005	145,843,278		174,031,698	145,101,028		174,680,354	145,060,688		170,532,974	146,753,881		173,133,832
E) INCREASE (DECREASE) IN FUND BALANCE	**(3,081,406)**	**606,254**	**(2,475,153)**	**(1,325,805)**	**(76,986)**	**(1,402,791)**	**(2,234,071)**	**(3,475,119)**	**(5,709,190)**	**(1,497,563)**	**(3,475,119)**	**(4,972,682)**	**(841,469)**	**1,012,247**	**170,778**	**1,122,286**	**(0)**	**1,122,286**
F) FUND BALANCE RESERVES																		
1) Beginning Fund Balance																		
a) As of July 1 - Unaudited	10,918,844	3,419,550	14,338,394	7,945,082	3,972,621	11,917,704	7,945,082	3,972,621	11,917,704	7,945,082	3,972,621	11,917,704	6,447,519	497,505	6,945,025	5,606,051	1,509,752	7,115,803
b) Audit Adjustments/Other Restatements	107,645	(53,182)	54,463															
c)Committed Carryover																		
d) Adjusted Beginning Balance	11,026,489	3,366,368	14,392,857	7,945,082	3,972,621	11,917,704	7,945,082	3,972,621	11,917,704	7,945,082	3,972,621	11,917,704	6,447,519	497,505	6,945,025	5,606,051	1,509,752	7,115,803
2) Ending Balance, June 30	***7,945,082***	***3,972,621***	***11,917,704***	***6,619,277***	***3,895,635***	***10,514,913***	***5,711,011***	***497,505***	***6,208,517***	***6,447,519***	***497,505***	***6,945,025***	***5,606,051***	***1,509,752***	***7,115,803***	***6,728,336***	***1,509,752***	***8,238,088***
Components of Ending Fund Balance																		
a) Nonspendable																		
Revolving Cash	25,060		25,060	25,060		25,060	25,060		25,060	25,060		25,060	25,060		25,060	25,060		25,060
Stores	38,051		38,051	75,000		75,000	75,000		75,000	75,000		75,000	75,000		75,000	75,000		75,000
Prepaid						0			0			0			0			0
One time Allocated Funds	305,943		305,943	350,000		350,000	0		0	0		0	0		0	0		0
Site carry over	151,373		151,373	151,373		151,373	0		0	0		0	0		0	0		0
CTE (formerly ROP)	66,972		66,972	66,972		66,972	0		0	0		0	0		0	0		0
ILA Location Science portable				87,640		87,640	0		0	0		0	0		0	0		0
Low Performing Grant		581,463	581,463		475,476	475,476	0	497,505	497,505	0	497,505	497,505	0		0	0		0
d)One time 1% Set Aside compensation	1,271,422		1,271,422			0	0		0	0		0	0		0	0		0
e) Assigned ***LCAP Supplemental Cummulative***	310,910		310,910	250,000		250,000	0		0	0		0	0		0	0		0
Restricted Assigned		3,391,159	3,391,159		3,420,160	3,420,160		0	0			0		1,509,752	1,509,752		1,509,752	1,509,752
AB602 SPED Additional Revenue															0			0
																		0
CSEA / include in 2019-20 budget	390,000		390,000	390,000		390,000	390,000		390,000	390,000		390,000	390,000		390,000	390,000		390,000
Cur Yr Unused and Over Accrued Vac Liab (w/bene)	148,332		148,332	249,223		249,223			0			0	0		0	272,028		272,028
f) Unassigned/Unappropriated																		
Reserve for Economic Uncertainities 3%	5,237,018		5,237,018	4,896,240		4,896,240	5,220,951		5,220,951	5,240,411		5,240,411	5,115,989		5,115,989	5,194,015		5,194,015
Board Approved Reserve 9789 3%			0	77,769		77,769			0	717,049		717,049			0	772,233		772,233
			0															
Unassigned/Unappropriated Amount	***1***	***(1)***	***(0)***	***0***	***(1)***	***(0)***	***0***	***0***	***1***	***(0)***	***0***	***0***	***0***	***0***	***(0)***	***(0)***	***(0)***	***(0)***

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129 and 42130)

Signed: _____ Date: _____
District Superintendent or Designee

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:
This interim report and certification of financial condition are hereby filed by the governing board of the school district. (Pursuant to EC Section 42131)

Meeting Date: March 19, 2020 Signed: _____
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

X POSITIVE CERTIFICATION
As President of the Governing Board of this school district, I certify that based upon current projections this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

___ QUALIFIED CERTIFICATION
As President of the Governing Board of this school district, I certify that based upon current projections this district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

___ NEGATIVE CERTIFICATION
As President of the Governing Board of this school district, I certify that based upon current projections this district will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Alyssa Low Telephone: 818-729-4450

Title: Director of Fiscal Services E-mail: alyssalow@burbankusd.org

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.	X	

CRITERIA AND STANDARDS (continued)			Met	Not Met
2	Enrollment	Projected enrollment for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.	X	
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio for the current and two subsequent fiscal years is consistent with historical ratios.	X	
4	Local Control Funding Formula (LCFF) Revenue	Projected LCFF revenue for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.	X	
5	Salaries and Benefits	Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.		X
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.		X
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.		X
7	Ongoing and Major Maintenance Account	If applicable, changes occurring since first interim meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).	X	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.		X
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	X	

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since first interim that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since first interim by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	
S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed since first interim by more than $20,000 and more than 5% for any of the current or two subsequent fiscal years?		X

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2018-19) annual payment?		X
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?	X	
		• If yes, have there been changes since first interim in OPEB liabilities?	n/a	
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?		X
		• If yes, have there been changes since first interim in self-insurance liabilities?	X	
S8	Status of Labor Agreements	As of second interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)		X
		• Classified? (Section S8B, Line 1b)		X
		• Management/supervisor/confidential? (Section S8C, Line 1b)	X	
S8	Labor Agreement Budget Revisions	For negotiations settled since first interim, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		• Certificated? (Section S8A, Line 3)	n/a	
		• Classified? (Section S8B, Line 3)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?		X
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?		X
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?		X

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	138,940,768.00	138,545,355.00	74,020,329.17	138,545,355.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	2,892,277.00	4,253,802.00	2,495,194.43	4,253,802.00	0.00	0.0%
4) Other Local Revenue		8600-8799	506,063.00	810,050.00	589,650.22	804,308.00	(5,742.00)	-0.7%
5) TOTAL, REVENUES			142,339,108.00	143,609,207.00	77,105,173.82	143,603,465.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	62,374,638.00	62,217,354.00	33,670,981.52	62,270,124.00	(52,770.00)	-0.1%
2) Classified Salaries		2000-2999	16,895,081.00	16,875,993.00	8,038,763.68	16,752,364.00	123,629.00	0.7%
3) Employee Benefits		3000-3999	28,809,403.00	28,465,931.00	14,477,678.75	28,390,088.00	75,843.00	0.3%
4) Books and Supplies		4000-4999	1,653,328.00	1,798,566.00	745,439.57	1,835,436.00	(36,870.00)	-2.0%
5) Services and Other Operating Expenditures		5000-5999	9,189,701.00	9,586,716.00	5,432,637.47	9,529,654.00	57,062.00	0.6%
6) Capital Outlay		6000-6999	96,369.00	96,369.00	370.00	91,369.00	5,000.00	5.2%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	1,648,714.00	1,782,612.00	1,242,980.49	1,512,200.00	270,412.00	15.2%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(1,508,445.00)	(1,602,003.00)	0.00	(1,583,974.00)	(18,029.00)	1.1%
9) TOTAL, EXPENDITURES			119,158,789.00	119,221,538.00	63,608,851.48	118,797,261.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			23,180,319.00	24,387,669.00	13,496,322.34	24,806,204.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	1,084,027.00	1,478,374.00	400,000.00	1,403,370.00	75,004.00	5.1%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(23,422,097.00)	(25,143,366.00)	0.00	(24,900,397.00)	242,969.00	-1.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(24,506,124.00)	(26,621,740.00)	(400,000.00)	(26,303,767.00)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,325,805.00)	(2,234,071.00)	13,096,322.34	(1,497,563.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	7,945,081.68	7,945,081.68		7,945,081.68	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			7,945,081.68	7,945,081.68		7,945,081.68		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			7,945,081.68	7,945,081.68		7,945,081.68		
2) Ending Balance, June 30 (E + F1e)			6,619,276.68	5,711,010.68		6,447,518.68		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	25,060.00	25,060.00		25,060.00		
Stores		9712	75,000.00	75,000.00		75,000.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	390,000.00	390,000.00		390,000.00		
CSEA Job Study	0000	9780	*390,000.00*					
CSEA Job Study	0000	9780		*390,000.00*				
CSEA Job Study	0000	9780				*390,000.00*		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	6,129,216.68	5,220,950.68		5,957,458.68		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
LCFF SOURCES								
Principal Apportionment State Aid - Current Year		8011	68,230,732.00	64,192,921.00	35,839,214.34	64,192,921.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	22,203,618.00	24,217,896.00	12,108,948.00	24,217,896.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	180,934.00	180,934.00	87,973.65	180,934.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	194,500.00	194,501.00	177,652.79	194,501.00	0.00	0.0%
County & District Taxes Secured Roll Taxes		8041	33,153,807.00	35,881,535.00	17,788,244.40	35,881,535.00	0.00	0.0%
Unsecured Roll Taxes		8042	0.00	0.00	350,019.14	0.00	0.00	0.0%
Prior Years' Taxes		8043	1,557,085.00	1,159,553.00	503,162.25	1,159,553.00	0.00	0.0%
Supplemental Taxes		8044	414,147.00	751,877.00	295,751.24	751,877.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	6,909,425.00	3,647,472.00	285,519.68	3,647,472.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	6,074,673.00	8,318,666.00	6,555,422.23	8,318,666.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	21,847.00	0.00	28,421.45	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			138,940,768.00	138,545,355.00	74,020,329.17	138,545,355.00	0.00	0.0%
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			138,940,768.00	138,545,355.00	74,020,329.17	138,545,355.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00		
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00		
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00		
Donated Food Commodities		8221	0.00	0.00	0.00	0.00		
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00		
Title I, Part A, Basic	3010	8290						
Title I, Part D, Local Delinquent Programs	3025	8290						
Title II, Part A, Supporting Effective Instruction	4035	8290						

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Title III, Part A, Immigrant Student Program	4201	8290						
Title III, Part A, English Learner Program	4203	8290						
Public Charter Schools Grant Program (PCSGP)	4610	8290						
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3182, 3185, 4050, 4123, 4124, 4126, 4127, 4128, 5510, 5630	8290						
Career and Technical Education	3500-3599	8290						
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement Prior Years	6360	8319						
Special Education Master Plan Current Year	6500	8311						
Prior Years	6500	8319						
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	15,432.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00		
Mandated Costs Reimbursements		8550	628,726.00	627,095.00	623,289.00	627,095.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	2,217,985.00	2,243,420.00	1,187,600.43	2,243,420.00	0.00	0.0%
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00		
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590						
Charter School Facility Grant	6030	8590						
Career Technical Education Incentive Grant Program	6387	8590						
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590						
California Clean Energy Jobs Act	6230	8590						
Specialized Secondary	7370	8590						
American Indian Early Childhood Education	7210	8590						
Quality Education Investment Act	7400	8590						
All Other State Revenue	All Other	8590	45,566.00	1,383,287.00	668,873.00	1,383,287.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			2,892,277.00	4,253,802.00	2,495,194.43	4,253,802.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00		
Unsecured Roll		8616	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00		
Supplemental Taxes		8618	0.00	0.00	0.00	0.00		
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00		
Sales								
Sale of Equipment/Supplies		8631	4,000.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	400,000.00	700,000.00	524,768.71	700,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	400.00	400.00	270.00	400.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00		
All Other Local Revenue		8699	101,663.00	109,650.00	64,611.51	103,908.00	(5,742.00)	-5.2%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791						
From County Offices	6500	8792						
From JPAs	6500	8793						
ROC/P Transfers								
From Districts or Charter Schools	6360	8791						
From County Offices	6360	8792						
From JPAs	6360	8793						
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			506,063.00	810,050.00	589,650.22	804,308.00	(5,742.00)	
TOTAL, REVENUES			142,339,108.00	143,609,207.00	77,105,173.82	143,603,465.00	(5,742.00)	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Certificated Teachers' Salaries		1100	50,504,710.00	50,481,621.00	27,677,753.88	50,502,890.00	(21,269.00)	0.0%
Certificated Pupil Support Salaries		1200	4,153,446.00	4,099,338.00	2,142,314.22	4,129,736.00	(30,398.00)	-0.7%
Certificated Supervisors' and Administrators' Salaries		1300	5,454,005.00	5,452,095.00	2,643,921.51	5,434,706.00	17,389.00	0.3%
Other Certificated Salaries		1900	2,262,477.00	2,184,300.00	1,206,991.91	2,202,792.00	(18,492.00)	-0.8%
TOTAL, CERTIFICATED SALARIES			62,374,638.00	62,217,354.00	33,670,981.52	62,270,124.00	(52,770.00)	-0.1%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	1,653,898.00	1,403,735.00	667,963.60	1,388,951.00	14,784.00	1.1%
Classified Support Salaries		2200	6,473,225.00	6,696,372.00	3,158,709.07	6,614,080.00	82,292.00	1.2%
Classified Supervisors' and Administrators' Salaries		2300	1,697,997.00	1,614,075.00	812,713.46	1,629,000.00	(14,925.00)	-0.9%
Clerical, Technical and Office Salaries		2400	6,384,548.00	6,482,011.00	3,096,457.08	6,453,204.00	28,807.00	0.4%
Other Classified Salaries		2900	685,413.00	679,800.00	302,920.47	667,129.00	12,671.00	1.9%
TOTAL, CLASSIFIED SALARIES			16,895,081.00	16,875,993.00	8,038,763.68	16,752,364.00	123,629.00	0.7%
EMPLOYEE BENEFITS								
STRS		3101-3102	10,436,325.00	10,364,969.00	5,611,445.21	10,427,138.00	(62,169.00)	-0.6%
PERS		3201-3202	3,546,886.00	3,342,819.00	1,597,609.34	3,303,370.00	39,449.00	1.2%
OASDI/Medicare/Alternative		3301-3302	2,267,486.00	2,256,347.00	1,128,237.07	2,247,976.00	8,371.00	0.4%
Health and Welfare Benefits		3401-3402	10,323,641.00	10,270,663.00	4,964,286.35	9,871,904.00	398,759.00	3.9%
Unemployment Insurance		3501-3502	39,788.00	39,651.00	20,596.95	39,613.00	38.00	0.1%
Workers' Compensation		3601-3602	2,195,277.00	2,191,482.00	1,155,503.83	2,500,087.00	(308,605.00)	-14.1%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			28,809,403.00	28,465,931.00	14,477,678.75	28,390,088.00	75,843.00	0.3%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	11,869.00	11,869.00	0.00	11,869.00	0.00	0.0%
Books and Other Reference Materials		4200	12,029.00	15,526.00	6,705.70	16,769.00	(1,243.00)	-8.0%
Materials and Supplies		4300	1,624,662.00	1,747,861.00	718,990.11	1,780,649.00	(32,788.00)	-1.9%
Noncapitalized Equipment		4400	4,768.00	23,310.00	19,743.76	26,149.00	(2,839.00)	-12.2%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,653,328.00	1,798,566.00	745,439.57	1,835,436.00	(36,870.00)	-2.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	75,036.00	78,753.00	10,250.91	65,965.00	12,788.00	16.2%
Dues and Memberships		5300	47,050.00	50,173.00	45,368.02	50,048.00	125.00	0.2%
Insurance		5400-5450	1,083,408.00	1,093,994.00	1,093,994.00	1,093,994.00	0.00	0.0%
Operations and Housekeeping Services		5500	3,194,497.00	3,102,140.00	1,815,277.88	3,005,032.00	97,108.00	3.1%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	373,179.00	399,563.00	125,134.81	399,750.00	(187.00)	0.0%
Transfers of Direct Costs		5710	234,867.00	213,711.00	(12,094.34)	215,097.00	(1,386.00)	-0.6%
Transfers of Direct Costs - Interfund		5750	(213,253.00)	(212,360.00)	(5,936.39)	(211,368.00)	(992.00)	0.5%
Professional/Consulting Services and Operating Expenditures		5800	4,025,868.00	4,553,817.00	2,294,024.94	4,635,842.00	(82,025.00)	-1.8%
Communications		5900	369,049.00	306,925.00	66,617.64	275,294.00	31,631.00	10.3%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			9,189,701.00	9,586,716.00	5,432,637.47	9,529,654.00	57,062.00	0.6%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	25,370.00	25,370.00	370.00	20,370.00	5,000.00	19.7%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	70,999.00	70,999.00	0.00	70,999.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			96,369.00	96,369.00	370.00	91,369.00	5,000.00	5.2%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	(190.00)	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221						
To County Offices	6500	7222						
To JPAs	6500	7223						
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221						
To County Offices	6360	7222						
To JPAs	6360	7223						
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	1,163,363.00	490,000.00	282,818.96	219,588.00	270,412.00	55.2%
Other Debt Service - Principal		7439	485,351.00	1,292,612.00	960,351.53	1,292,612.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,648,714.00	1,782,612.00	1,242,980.49	1,512,200.00	270,412.00	15.2%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	(611,755.00)	(690,964.00)	0.00	(688,507.00)	(2,457.00)	0.4%
Transfers of Indirect Costs - Interfund		7350	(896,690.00)	(911,039.00)	0.00	(895,467.00)	(15,572.00)	1.7%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(1,508,445.00)	(1,602,003.00)	0.00	(1,583,974.00)	(18,029.00)	1.1%
TOTAL, EXPENDITURES			119,158,789.00	119,221,538.00	63,608,851.48	118,797,261.00	424,277.00	0.4%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	415,507.00	848,646.00	0.00	810,398.00	38,248.00	4.5%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	668,520.00	629,728.00	400,000.00	592,972.00	36,756.00	5.8%
(b) TOTAL, INTERFUND TRANSFERS OUT			1,084,027.00	1,478,374.00	400,000.00	1,403,370.00	75,004.00	5.1%
OTHER SOURCES/USES								
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	(23,422,097.00)	(25,143,366.00)	0.00	(24,900,397.00)	242,969.00	-1.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(23,422,097.00)	(25,143,366.00)	0.00	(24,900,397.00)	242,969.00	-1.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(24,506,124.00)	(26,621,740.00)	(400,000.00)	(26,303,767.00)	317,973.00	-1.2%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	5,785,392.00	6,113,655.00	1,670,191.29	6,124,072.00	10,417.00	0.2%
3) Other State Revenue		8300-8599	11,606,056.00	12,322,265.00	6,799,075.23	12,956,748.00	634,483.00	5.1%
4) Other Local Revenue		8600-8799	2,074,658.00	6,277,381.00	3,298,967.54	7,023,387.00	746,006.00	11.9%
5) TOTAL, REVENUES			19,466,106.00	24,713,301.00	11,768,234.06	26,104,207.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	12,634,124.00	12,969,866.00	6,560,275.10	13,132,588.00	(162,722.00)	-1.3%
2) Classified Salaries		2000-2999	11,222,991.00	11,690,994.00	5,444,379.52	11,749,482.00	(58,488.00)	-0.5%
3) Employee Benefits		3000-3999	9,180,217.00	9,333,464.00	4,398,066.84	9,330,592.00	2,872.00	0.0%
4) Books and Supplies		4000-4999	1,637,974.00	7,785,774.00	1,553,516.26	7,957,346.00	(171,572.00)	-2.2%
5) Services and Other Operating Expenditures		5000-5999	6,424,849.00	9,399,178.00	4,517,453.03	10,112,599.00	(713,421.00)	-7.6%
6) Capital Outlay		6000-6999	90,506.00	180,567.00	91,341.87	224,234.00	(43,667.00)	-24.2%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	1,162,773.00	1,280,979.00	172,960.30	1,284,375.00	(3,396.00)	-0.3%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	611,755.00	690,964.00	0.00	688,507.00	2,457.00	0.4%
9) TOTAL, EXPENDITURES			42,965,189.00	53,331,786.00	22,737,992.92	54,479,723.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(23,499,083.00)	(28,618,485.00)	(10,969,758.86)	(28,375,516.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	23,422,097.00	25,143,366.00	0.00	24,900,397.00	(242,969.00)	-1.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			23,422,097.00	25,143,366.00	0.00	24,900,397.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(76,986.00)	(3,475,119.00)	(10,969,758.86)	(3,475,119.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	3,972,621.07	3,972,621.07		3,972,621.07	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			3,972,621.07	3,972,621.07		3,972,621.07		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,972,621.07	3,972,621.07		3,972,621.07		
2) Ending Balance, June 30 (E + F1e)			3,895,635.07	497,502.07		497,502.07		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	3,895,637.71	497,506.14		497,506.14		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	(2.64)	(4.07)		(4.07)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
LCFF SOURCES								
Principal Apportionment State Aid - Current Year		8011	0.00	0.00	0.00	0.00		
Education Protection Account State Aid - Current Year		8012	0.00	0.00	0.00	0.00		
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00		
Tax Relief Subventions Homeowners' Exemptions		8021	0.00	0.00	0.00	0.00		
Timber Yield Tax		8022	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00		
County & District Taxes Secured Roll Taxes		8041	0.00	0.00	0.00	0.00		
Unsecured Roll Taxes		8042	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8043	0.00	0.00	0.00	0.00		
Supplemental Taxes		8044	0.00	0.00	0.00	0.00		
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00		
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00		
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00		
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00		
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00		
Subtotal, LCFF Sources			0.00	0.00	0.00	0.00		
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091						
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00		
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	2,829,472.00	2,829,472.00	0.00	2,829,472.00	0.00	0.0%
Special Education Discretionary Grants		8182	242,876.00	235,848.00	0.00	235,848.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00		
Flood Control Funds		8270	0.00	0.00	0.00	0.00		
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00		
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	1,726,764.00	1,892,712.00	1,287,217.22	1,903,223.00	10,511.00	0.6%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	297,914.00	338,770.00	125,677.17	338,676.00	(94.00)	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Title III, Part A, Immigrant Student Program	4201	8290	57,323.00	52,309.00	26,797.77	52,309.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	170,245.00	259,913.00	86,500.96	259,913.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3182, 3185, 4050, 4123, 4124, 4126, 4127, 4128, 5510, 5630	8290	111,031.00	145,355.00	32,033.04	145,355.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	76,715.00	76,157.00	0.00	76,157.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	273,052.00	283,119.00	111,965.13	283,119.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			5,785,392.00	6,113,655.00	1,670,191.29	6,124,072.00	10,417.00	0.2%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311	7,673,131.00	7,673,131.00	4,299,785.00	8,307,614.00	634,483.00	8.3%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00		
Lottery - Unrestricted and Instructional Materia		8560	812,021.00	1,073,188.00	78,985.09	1,073,188.00	0.00	0.0%
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	557,043.00	603,835.00	392,492.78	603,835.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	434,779.00	437,711.00	433,333.76	437,711.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	2,129,082.00	2,534,400.00	1,594,478.60	2,534,400.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			11,606,056.00	12,322,265.00	6,799,075.23	12,956,748.00	634,483.00	5.1%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	427,549.00	435,439.00	220,056.18	435,439.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00		
Non-Resident Students		8672	0.00	0.00	0.00	0.00		
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	107,149.00	101,520.00	0.00	101,520.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustme		8691	0.00	0.00	0.00	0.00		
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	966,586.00	5,000,798.00	3,078,911.36	5,746,804.00	746,006.00	14.9%
Tuition		8710	573,374.00	739,624.00	0.00	739,624.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,074,658.00	6,277,381.00	3,298,967.54	7,023,387.00	746,006.00	11.9%
TOTAL, REVENUES			19,466,106.00	24,713,301.00	11,768,234.06	26,104,207.00	1,390,906.00	5.6%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	10,415,786.00	10,687,295.00	5,354,642.29	10,797,565.00	(110,270.00)	-1.0%
Certificated Pupil Support Salaries		1200	408,548.00	443,398.00	227,424.12	443,517.00	(119.00)	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	253,815.00	263,666.00	129,228.05	263,666.00	0.00	0.0%
Other Certificated Salaries		1900	1,555,975.00	1,575,507.00	848,980.64	1,627,840.00	(52,333.00)	-3.3%
TOTAL, CERTIFICATED SALARIES			12,634,124.00	12,969,866.00	6,560,275.10	13,132,588.00	(162,722.00)	-1.3%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	6,337,137.00	6,679,397.00	3,254,742.85	6,759,357.00	(79,960.00)	-1.2%
Classified Support Salaries		2200	3,722,868.00	3,824,591.00	1,799,535.23	3,818,177.00	6,414.00	0.2%
Classified Supervisors' and Administrators' Salaries		2300	162,614.00	171,050.00	80,226.86	144,471.00	26,579.00	15.5%
Clerical, Technical and Office Salaries		2400	497,286.00	496,945.00	210,138.29	497,727.00	(782.00)	-0.2%
Other Classified Salaries		2900	503,086.00	519,011.00	99,736.29	529,750.00	(10,739.00)	-2.1%
TOTAL, CLASSIFIED SALARIES			11,222,991.00	11,690,994.00	5,444,379.52	11,749,482.00	(58,488.00)	-0.5%
EMPLOYEE BENEFITS								
STRS		3101-3102	2,103,403.00	2,129,801.00	1,056,825.57	2,152,373.00	(22,572.00)	-1.1%
PERS		3201-3202	2,301,963.00	2,297,073.00	1,034,434.16	2,280,010.00	17,063.00	0.7%
OASDI/Medicare/Alternative		3301-3302	1,049,706.00	1,100,080.00	521,486.05	1,101,724.00	(1,644.00)	-0.1%
Health and Welfare Benefits		3401-3402	3,052,394.00	3,111,146.00	1,446,834.67	3,095,259.00	15,887.00	0.5%
Unemployment Insurance		3501-3502	11,934.00	12,346.00	5,980.21	12,594.00	(248.00)	-2.0%
Workers' Compensation		3601-3602	660,817.00	683,018.00	332,506.18	688,632.00	(5,614.00)	-0.8%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			9,180,217.00	9,333,464.00	4,398,066.84	9,330,592.00	2,872.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	812,171.00	3,678,662.00	694,019.96	3,676,866.00	1,796.00	0.0%
Books and Other Reference Materials		4200	26,024.00	57,150.00	29,847.07	57,198.00	(48.00)	-0.1%
Materials and Supplies		4300	741,966.00	3,832,073.00	647,363.56	3,892,415.00	(60,342.00)	-1.6%
Noncapitalized Equipment		4400	57,813.00	217,889.00	182,285.67	330,867.00	(112,978.00)	-51.9%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,637,974.00	7,785,774.00	1,553,516.26	7,957,346.00	(171,572.00)	-2.2%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	444,312.00	447,082.00	217,190.77	447,082.00	0.00	0.0%
Travel and Conferences		5200	67,704.00	78,957.00	24,721.91	88,131.00	(9,174.00)	-11.6%
Dues and Memberships		5300	944.00	952.00	952.00	952.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	29,697.00	29,697.00	1,884.71	29,956.00	(259.00)	-0.9%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	388,205.00	403,976.00	250,046.46	501,880.00	(97,904.00)	-24.2%
Transfers of Direct Costs		5710	(234,867.00)	(213,711.00)	12,094.34	(215,097.00)	1,386.00	-0.6%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	5,716,282.00	8,639,715.00	4,003,896.99	9,247,098.00	(607,383.00)	-7.0%
Communications		5900	12,572.00	12,510.00	6,665.85	12,597.00	(87.00)	-0.7%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			6,424,849.00	9,399,178.00	4,517,453.03	10,112,599.00	(713,421.00)	

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	31,571.00	30,475.28	31,571.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	90,506.00	106,267.00	42,961.08	113,091.00	(6,824.00)	-6.4%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	20,863.00	13,625.80	42,121.00	(21,258.00)	-101.9%
Equipment Replacement		6500	0.00	21,866.00	4,279.71	37,451.00	(15,585.00)	-71.3%
TOTAL, CAPITAL OUTLAY			90,506.00	180,567.00	91,341.87	224,234.00	(43,667.00)	-24.2%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	866,026.00	1,011,638.00	0.00	1,015,034.00	(3,396.00)	-0.3%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	33,453.00	29,479.00	16,655.14	29,479.00	0.00	0.0%
Other Debt Service - Principal		7439	263,294.00	239,862.00	156,305.16	239,862.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,162,773.00	1,280,979.00	172,960.30	1,284,375.00	(3,396.00)	-0.3%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	611,755.00	690,964.00	0.00	688,507.00	2,457.00	0.4%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			611,755.00	690,964.00	0.00	688,507.00	2,457.00	0.4%
TOTAL, EXPENDITURES			42,965,189.00	53,331,786.00	22,737,992.92	54,479,723.00	(1,147,937.00)	-2.2%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00		
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00		
Proceeds								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	23,422,097.00	25,143,366.00	0.00	24,900,397.00	(242,969.00)	-1.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			23,422,097.00	25,143,366.00	0.00	24,900,397.00	(242,969.00)	-1.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			23,422,097.00	25,143,366.00	0.00	24,900,397.00	242,969.00	-1.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	138,940,768.00	138,545,355.00	74,020,329.17	138,545,355.00	0.00	0.0%
2) Federal Revenue		8100-8299	5,785,392.00	6,113,655.00	1,670,191.29	6,124,072.00	10,417.00	0.2%
3) Other State Revenue		8300-8599	14,498,333.00	16,576,067.00	9,294,269.66	17,210,550.00	634,483.00	3.8%
4) Other Local Revenue		8600-8799	2,580,721.00	7,087,431.00	3,888,617.76	7,827,695.00	740,264.00	10.4%
5) TOTAL, REVENUES			161,805,214.00	168,322,508.00	88,873,407.88	169,707,672.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	75,008,762.00	75,187,220.00	40,231,256.62	75,402,712.00	(215,492.00)	-0.3%
2) Classified Salaries		2000-2999	28,118,072.00	28,566,987.00	13,483,143.20	28,501,846.00	65,141.00	0.2%
3) Employee Benefits		3000-3999	37,989,620.00	37,799,395.00	18,875,745.59	37,720,680.00	78,715.00	0.2%
4) Books and Supplies		4000-4999	3,291,302.00	9,584,340.00	2,298,955.83	9,792,782.00	(208,442.00)	-2.2%
5) Services and Other Operating Expenditures		5000-5999	15,614,550.00	18,985,894.00	9,950,090.50	19,642,253.00	(656,359.00)	-3.5%
6) Capital Outlay		6000-6999	186,875.00	276,936.00	91,711.87	315,603.00	(38,667.00)	-14.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	2,811,487.00	3,063,591.00	1,415,940.79	2,796,575.00	267,016.00	8.7%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(896,690.00)	(911,039.00)	0.00	(895,467.00)	(15,572.00)	1.7%
9) TOTAL, EXPENDITURES			162,123,978.00	172,553,324.00	86,346,844.40	173,276,984.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(318,764.00)	(4,230,816.00)	2,526,563.48	(3,569,312.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	1,084,027.00	1,478,374.00	400,000.00	1,403,370.00	75,004.00	5.1%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(1,084,027.00)	(1,478,374.00)	(400,000.00)	(1,403,370.00)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,402,791.00)	(5,709,190.00)	2,126,563.48	(4,972,682.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	11,917,702.75	11,917,702.75		11,917,702.75	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			11,917,702.75	11,917,702.75		11,917,702.75		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			11,917,702.75	11,917,702.75		11,917,702.75		
2) Ending Balance, June 30 (E + F1e)			10,514,911.75	6,208,512.75		6,945,020.75		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	25,060.00	25,060.00		25,060.00		
Stores		9712	75,000.00	75,000.00		75,000.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	3,895,637.71	497,506.14		497,506.14		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	390,000.00	390,000.00		390,000.00		
CSEA Job Study	0000	9780	*390,000.00*					
CSEA Job Study	0000	9780		*390,000.00*				
CSEA Job Study	0000	9780				*390,000.00*		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	6,129,216.68	5,220,950.68		5,957,458.68		
Unassigned/Unappropriated Amount		9790	(2.64)	(4.07)		(4.07)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
LCFF SOURCES								
Principal Apportionment State Aid - Current Year		8011	68,230,732.00	64,192,921.00	35,839,214.34	64,192,921.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	22,203,618.00	24,217,896.00	12,108,948.00	24,217,896.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	180,934.00	180,934.00	87,973.65	180,934.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	194,500.00	194,501.00	177,652.79	194,501.00	0.00	0.0%
County & District Taxes Secured Roll Taxes		8041	33,153,807.00	35,881,535.00	17,788,244.40	35,881,535.00	0.00	0.0%
Unsecured Roll Taxes		8042	0.00	0.00	350,019.14	0.00	0.00	0.0%
Prior Years' Taxes		8043	1,557,085.00	1,159,553.00	503,162.25	1,159,553.00	0.00	0.0%
Supplemental Taxes		8044	414,147.00	751,877.00	295,751.24	751,877.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	6,909,425.00	3,647,472.00	285,519.68	3,647,472.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	6,074,673.00	8,318,666.00	6,555,422.23	8,318,666.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	21,847.00	0.00	28,421.45	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			138,940,768.00	138,545,355.00	74,020,329.17	138,545,355.00	0.00	0.0%
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			138,940,768.00	138,545,355.00	74,020,329.17	138,545,355.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	2,829,472.00	2,829,472.00	0.00	2,829,472.00	0.00	0.0%
Special Education Discretionary Grants		8182	242,876.00	235,848.00	0.00	235,848.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	1,726,764.00	1,892,712.00	1,287,217.22	1,903,223.00	10,511.00	0.6%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	
Title II, Part A, Supporting Effective Instruction	4035	8290	297,914.00	338,770.00	125,677.17	338,676.00	(94.00)	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Title III, Part A, Immigrant Student Program	4201	8290	57,323.00	52,309.00	26,797.77	52,309.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	170,245.00	259,913.00	86,500.96	259,913.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3182, 3185, 4050, 4123, 4124, 4126, 4127, 4128, 5510, 5630	8290	111,031.00	145,355.00	32,033.04	145,355.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	76,715.00	76,157.00	0.00	76,157.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	273,052.00	283,119.00	111,965.13	283,119.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			5,785,392.00	6,113,655.00	1,670,191.29	6,124,072.00	10,417.00	0.2%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311	7,673,131.00	7,673,131.00	4,299,785.00	8,307,614.00	634,483.00	8.3%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	15,432.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	628,726.00	627,095.00	623,289.00	627,095.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materia		8560	3,030,006.00	3,316,608.00	1,266,585.52	3,316,608.00	0.00	0.0%
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	557,043.00	603,835.00	392,492.78	603,835.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	434,779.00	437,711.00	433,333.76	437,711.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	2,174,648.00	3,917,687.00	2,263,351.60	3,917,687.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			14,498,333.00	16,576,067.00	9,294,269.66	17,210,550.00	634,483.00	3.8%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	4,000.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	427,549.00	435,439.00	220,056.18	435,439.00	0.00	0.0%
Interest		8660	400,000.00	700,000.00	524,768.71	700,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	107,149.00	101,520.00	0.00	101,520.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	400.00	400.00	270.00	400.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	1,068,249.00	5,110,448.00	3,143,522.87	5,850,712.00	740,264.00	14.5%
Tuition		8710	573,374.00	739,624.00	0.00	739,624.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,580,721.00	7,087,431.00	3,888,617.76	7,827,695.00	740,264.00	10.4%
TOTAL, REVENUES			161,805,214.00	168,322,508.00	88,873,407.88	169,707,672.00	1,385,164.00	0.8%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	60,920,496.00	61,168,916.00	33,032,396.17	61,300,455.00	(131,539.00)	-0.2%
Certificated Pupil Support Salaries		1200	4,561,994.00	4,542,736.00	2,369,738.34	4,573,253.00	(30,517.00)	-0.7%
Certificated Supervisors' and Administrators' Salaries		1300	5,707,820.00	5,715,761.00	2,773,149.56	5,698,372.00	17,389.00	0.3%
Other Certificated Salaries		1900	3,818,452.00	3,759,807.00	2,055,972.55	3,830,632.00	(70,825.00)	-1.9%
TOTAL, CERTIFICATED SALARIES			75,008,762.00	75,187,220.00	40,231,256.62	75,402,712.00	(215,492.00)	-0.3%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	7,991,035.00	8,083,132.00	3,922,706.45	8,148,308.00	(65,176.00)	-0.8%
Classified Support Salaries		2200	10,196,093.00	10,520,963.00	4,958,244.30	10,432,257.00	88,706.00	0.8%
Classified Supervisors' and Administrators' Salaries		2300	1,860,611.00	1,785,125.00	892,940.32	1,773,471.00	11,654.00	0.7%
Clerical, Technical and Office Salaries		2400	6,881,834.00	6,978,956.00	3,306,595.37	6,950,931.00	28,025.00	0.4%
Other Classified Salaries		2900	1,188,499.00	1,198,811.00	402,656.76	1,196,879.00	1,932.00	0.2%
TOTAL, CLASSIFIED SALARIES			28,118,072.00	28,566,987.00	13,483,143.20	28,501,846.00	65,141.00	0.2%
EMPLOYEE BENEFITS								
STRS		3101-3102	12,539,728.00	12,494,770.00	6,668,270.78	12,579,511.00	(84,741.00)	-0.7%
PERS		3201-3202	5,848,849.00	5,639,892.00	2,632,043.50	5,583,380.00	56,512.00	1.0%
OASDI/Medicare/Alternative		3301-3302	3,317,192.00	3,356,427.00	1,649,723.12	3,349,700.00	6,727.00	0.2%
Health and Welfare Benefits		3401-3402	13,376,035.00	13,381,809.00	6,411,121.02	12,967,163.00	414,646.00	3.1%
Unemployment Insurance		3501-3502	51,722.00	51,997.00	26,577.16	52,207.00	(210.00)	-0.4%
Workers' Compensation		3601-3602	2,856,094.00	2,874,500.00	1,488,010.01	3,188,719.00	(314,219.00)	-10.9%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			37,989,620.00	37,799,395.00	18,875,745.59	37,720,680.00	78,715.00	0.2%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	824,040.00	3,690,531.00	694,019.96	3,688,735.00	1,796.00	0.0%
Books and Other Reference Materials		4200	38,053.00	72,676.00	36,552.77	73,967.00	(1,291.00)	-1.8%
Materials and Supplies		4300	2,366,628.00	5,579,934.00	1,366,353.67	5,673,064.00	(93,130.00)	-1.7%
Noncapitalized Equipment		4400	62,581.00	241,199.00	202,029.43	357,016.00	(115,817.00)	-48.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			3,291,302.00	9,584,340.00	2,298,955.83	9,792,782.00	(208,442.00)	-2.2%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	444,312.00	447,082.00	217,190.77	447,082.00	0.00	0.0%
Travel and Conferences		5200	142,740.00	157,710.00	34,972.82	154,096.00	3,614.00	2.3%
Dues and Memberships		5300	47,994.00	51,125.00	46,320.02	51,000.00	125.00	0.2%
Insurance		5400-5450	1,083,408.00	1,093,994.00	1,093,994.00	1,093,994.00	0.00	0.0%
Operations and Housekeeping Services		5500	3,224,194.00	3,131,837.00	1,817,162.59	3,034,988.00	96,849.00	3.1%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	761,384.00	803,539.00	375,181.27	901,630.00	(98,091.00)	-12.2%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(213,253.00)	(212,360.00)	(5,936.39)	(211,368.00)	(992.00)	0.5%
Professional/Consulting Services and Operating Expenditures		5800	9,742,150.00	13,193,532.00	6,297,921.93	13,882,940.00	(689,408.00)	-5.2%
Communications		5900	381,621.00	319,435.00	73,283.49	287,891.00	31,544.00	9.9%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			15,614,550.00	18,985,894.00	9,950,090.50	19,642,253.00	(656,359.00)	

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	31,571.00	30,475.28	31,571.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	115,876.00	131,637.00	43,331.08	133,461.00	(1,824.00)	-1.4%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	70,999.00	91,862.00	13,625.80	113,120.00	(21,258.00)	-23.1%
Equipment Replacement		6500	0.00	21,866.00	4,279.71	37,451.00	(15,585.00)	-71.3%
TOTAL, CAPITAL OUTLAY			186,875.00	276,936.00	91,711.87	315,603.00	(38,667.00)	-14.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	(190.00)	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	866,026.00	1,011,638.00	0.00	1,015,034.00	(3,396.00)	-0.3%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	1,196,816.00	519,479.00	299,474.10	249,067.00	270,412.00	52.1%
Other Debt Service - Principal		7439	748,645.00	1,532,474.00	1,116,656.69	1,532,474.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			2,811,487.00	3,063,591.00	1,415,940.79	2,796,575.00	267,016.00	8.7%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00		
Transfers of Indirect Costs - Interfund		7350	(896,690.00)	(911,039.00)	0.00	(895,467.00)	(15,572.00)	1.7%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(896,690.00)	(911,039.00)	0.00	(895,467.00)	(15,572.00)	1.7%
TOTAL, EXPENDITURES			162,123,978.00	172,553,324.00	86,346,844.40	173,276,984.00	(723,660.00)	-0.4%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	415,507.00	848,646.00	0.00	810,398.00	38,248.00	4.5%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	668,520.00	629,728.00	400,000.00	592,972.00	36,756.00	5.8%
(b) TOTAL, INTERFUND TRANSFERS OUT			1,084,027.00	1,478,374.00	400,000.00	1,403,370.00	75,004.00	5.1%
OTHER SOURCES/USES								
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00		
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00		
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(1,084,027.00)	(1,478,374.00)	(400,000.00)	(1,403,370.00)	(75,004.00)	-5.1%

Resource	Description	2019-20 Projected Year Totals
5640	Medi-Cal Billing Option	0.07
7510	Low-Performing Students Block Grant	497,506.00
8150	Ongoing & Major Maintenance Account (RM	0.07
Total, Restricted Balance		497,506.14

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	284,074.00	244,440.00	(4.99)	244,440.00	0.00	0.0%
3) Other State Revenue		8300-8599	2,717,879.00	2,712,709.00	1,334,927.98	2,700,357.00	(12,352.00)	-0.5%
4) Other Local Revenue		8600-8799	337,924.00	337,824.00	52,922.00	337,824.00	0.00	0.0%
5) TOTAL, REVENUES			3,339,877.00	3,294,973.00	1,387,844.99	3,282,621.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	1,694,051.00	1,747,083.00	884,622.07	1,811,188.00	(64,105.00)	-3.7%
2) Classified Salaries		2000-2999	852,058.00	840,178.00	412,929.91	827,809.00	12,369.00	1.5%
3) Employee Benefits		3000-3999	836,424.00	847,808.00	423,000.89	859,028.00	(11,220.00)	-1.3%
4) Books and Supplies		4000-4999	88,126.00	95,828.00	63,717.32	97,067.00	(1,239.00)	-1.3%
5) Services and Other Operating Expenditures		5000-5999	185,238.00	207,308.00	149,917.82	232,750.00	(25,442.00)	-12.3%
6) Capital Outlay		6000-6999	196,940.00	281,500.00	70,445.71	291,500.00	(10,000.00)	-3.6%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	192,478.00	214,870.00	0.00	212,584.00	2,286.00	1.1%
9) TOTAL, EXPENDITURES			4,045,315.00	4,234,575.00	2,004,633.72	4,331,926.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(705,438.00)	(939,602.00)	(616,788.73)	(1,049,305.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	268,520.00	229,728.00	0.00	192,972.00	(36,756.00)	-16.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			268,520.00	229,728.00	0.00	192,972.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(436,918.00)	(709,874.00)	(616,788.73)	(856,333.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	4,340,395.94	4,340,395.94		4,340,395.94	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,340,395.94	4,340,395.94		4,340,395.94		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,340,395.94	4,340,395.94		4,340,395.94		
2) Ending Balance, June 30 (E + F1e)			3,903,477.94	3,630,521.94		3,484,062.94		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	43,145.00	0.00		42,591.98		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	4,061,207.39	3,829,924.39		3,441,470.96		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	(200,874.45)	(199,402.45)		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
LCFF SOURCES								
LCFF Transfers								
LCFF Transfers - Current Year		8091	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
FEDERAL REVENUE								
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	284,074.00	244,440.00	(4.99)	244,440.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			284,074.00	244,440.00	(4.99)	244,440.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
All Other State Apportionments - Current Year		8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
Adult Education Program	6391	8590	2,674,734.00	2,669,564.00	1,334,778.50	2,669,564.00	0.00	0.0%
All Other State Revenue	All Other	8590	43,145.00	43,145.00	149.48	30,793.00	(12,352.00)	-28.6%
TOTAL, OTHER STATE REVENUE			2,717,879.00	2,712,709.00	1,334,927.98	2,700,357.00	(12,352.00)	-0.5%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	75,990.00	75,990.00	33,873.86	75,990.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	225,959.00	225,859.00	19,048.14	225,859.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	35,975.00	35,975.00	0.00	35,975.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			337,924.00	337,824.00	52,922.00	337,824.00	0.00	0.0%
TOTAL, REVENUES			3,339,877.00	3,294,973.00	1,387,844.99	3,282,621.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	1,142,579.00	1,184,027.00	581,678.62	1,246,715.00	(62,688.00)	-5.3%
Certificated Pupil Support Salaries		1200	153,978.00	148,726.00	75,879.69	149,481.00	(755.00)	-0.5%
Certificated Supervisors' and Administrators' Salaries		1300	170,944.00	174,364.00	85,472.04	174,364.00	0.00	0.0%
Other Certificated Salaries		1900	226,550.00	239,966.00	141,591.72	240,628.00	(662.00)	-0.3%
TOTAL, CERTIFICATED SALARIES			1,694,051.00	1,747,083.00	884,622.07	1,811,188.00	(64,105.00)	-3.7%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	385,586.00	359,736.00	172,117.21	335,820.00	23,916.00	6.6%
Classified Support Salaries		2200	134,815.00	134,677.00	64,666.11	134,495.00	182.00	0.1%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	331,657.00	345,765.00	176,146.59	357,494.00	(11,729.00)	-3.4%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			852,058.00	840,178.00	412,929.91	827,809.00	12,369.00	1.5%
EMPLOYEE BENEFITS								
STRS		3101-3102	275,352.00	276,688.00	133,732.03	279,967.00	(3,279.00)	-1.2%
PERS		3201-3202	158,102.00	151,569.00	75,897.33	152,438.00	(869.00)	-0.6%
OASDI/Medicare/Alternative		3301-3302	89,194.00	90,541.00	46,810.86	91,692.00	(1,151.00)	-1.3%
Health and Welfare Benefits		3401-3402	245,926.00	257,358.00	129,924.35	259,191.00	(1,833.00)	-0.7%
Unemployment Insurance		3501-3502	1,297.00	1,317.00	648.84	1,378.00	(61.00)	-4.6%
Workers' Compensation		3601-3602	66,553.00	70,335.00	35,987.48	74,362.00	(4,027.00)	-5.7%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			836,424.00	847,808.00	423,000.89	859,028.00	(11,220.00)	-1.3%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	31,801.00	35,284.00	41,747.73	45,787.00	(10,503.00)	-29.8%
Materials and Supplies		4300	48,847.00	43,460.00	20,130.78	43,511.00	(51.00)	-0.1%
Noncapitalized Equipment		4400	7,478.00	17,084.00	1,838.81	7,769.00	9,315.00	54.5%
TOTAL, BOOKS AND SUPPLIES			88,126.00	95,828.00	63,717.32	97,067.00	(1,239.00)	-1.3%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	8,000.00	3,000.00	8,000.00	0.00	0.0%
Travel and Conferences		5200	1,680.00	1,855.00	283.28	5,634.00	(3,779.00)	-203.7%
Dues and Memberships		5300	258.00	258.00	0.00	258.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	42,618.00	43,382.00	20,354.75	39,568.00	3,814.00	8.8%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	6,150.00	5,500.00	1,580.94	5,500.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	108,944.00	122,680.00	104,291.63	149,816.00	(27,136.00)	-22.1%
Communications		5900	25,588.00	25,633.00	20,407.22	23,974.00	1,659.00	6.5%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			185,238.00	207,308.00	149,917.82	232,750.00	(25,442.00)	-12.3%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	170,440.00	261,500.00	70,445.71	261,500.00	0.00	0.0%
Equipment		6400	26,000.00	20,000.00	0.00	30,000.00	(10,000.00)	-50.0%
Equipment Replacement		6500	500.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			196,940.00	281,500.00	70,445.71	291,500.00	(10,000.00)	-3.6%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs - Interfund		7350	192,478.00	214,870.00	0.00	212,584.00	2,286.00	1.1%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			192,478.00	214,870.00	0.00	212,584.00	2,286.00	1.1%
TOTAL, EXPENDITURES			4,045,315.00	4,234,575.00	2,004,633.72	4,331,926.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	268,520.00	229,728.00	0.00	192,972.00	(36,756.00)	-16.0%
(a) TOTAL, INTERFUND TRANSFERS IN			268,520.00	229,728.00	0.00	192,972.00	(36,756.00)	-16.0%
INTERFUND TRANSFERS OUT								
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			268,520.00	229,728.00	0.00	192,972.00		

Resource	Description	2019/20 Projected Year Totals
6391	Adult Education Program	42,591.55
6392	Adult Education Block Grant Data and Accountability	0.43
Total, Restricted Balance		42,591.98

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	235,030.00	232,686.00	130,602.90	232,686.00	0.00	0.0%
3) Other State Revenue		8300-8599	646,246.00	574,089.00	367,797.43	574,089.00	0.00	0.0%
4) Other Local Revenue		8600-8799	5,227,774.00	4,761,282.00	2,192,503.65	4,582,364.00	(178,918.00)	-3.8%
5) TOTAL, REVENUES			6,109,050.00	5,568,057.00	2,690,903.98	5,389,139.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	1,791,538.00	1,737,270.00	825,463.26	1,712,120.00	25,150.00	1.4%
2) Classified Salaries		2000-2999	1,969,246.00	1,987,353.00	900,009.72	1,847,818.00	139,535.00	7.0%
3) Employee Benefits		3000-3999	1,579,976.00	1,542,127.00	723,054.24	1,505,715.00	36,412.00	2.4%
4) Books and Supplies		4000-4999	241,062.00	221,902.00	88,180.49	194,394.00	27,508.00	12.4%
5) Services and Other Operating Expenditures		5000-5999	440,016.00	433,592.00	200,502.69	461,795.00	(28,203.00)	-6.5%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	502,719.00	494,459.00	0.00	477,695.00	16,764.00	3.4%
9) TOTAL, EXPENDITURES			6,524,557.00	6,416,703.00	2,737,210.40	6,199,537.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(415,507.00)	(848,646.00)	(46,306.42)	(810,398.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	415,507.00	848,646.00	0.00	810,398.00	(38,248.00)	-4.5%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			415,507.00	848,646.00	0.00	810,398.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	(46,306.42)	0.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	0.00	0.00		0.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00		0.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00		0.00		
2) Ending Balance, June 30 (E + F1e)			0.00	0.00		0.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE								
Child Nutrition Programs		8220	41,235.00	38,891.00	13,975.90	38,891.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	193,795.00	193,795.00	116,627.00	193,795.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			235,030.00	232,686.00	130,602.90	232,686.00	0.00	0.0%
OTHER STATE REVENUE								
Child Nutrition Programs		8520	1,270.00	1,288.00	472.43	1,288.00	0.00	0.0%
Child Development Apportionments		8530	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
State Preschool	6105	8590	644,976.00	572,801.00	367,325.00	572,801.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			646,246.00	574,089.00	367,797.43	574,089.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	3.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	5,191,346.00	4,727,477.00	2,164,130.65	4,528,768.00	(198,709.00)	-4.2%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	36,425.00	33,805.00	28,373.00	53,596.00	19,791.00	58.5%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			5,227,774.00	4,761,282.00	2,192,503.65	4,582,364.00	(178,918.00)	-3.8%
TOTAL, REVENUES			6,109,050.00	5,568,057.00	2,690,903.98	5,389,139.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	1,562,286.00	1,503,435.00	710,837.70	1,478,285.00	25,150.00	1.7%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	229,252.00	233,835.00	114,625.56	233,835.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,791,538.00	1,737,270.00	825,463.26	1,712,120.00	25,150.00	1.4%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	1,721,913.00	1,715,751.00	771,500.09	1,580,786.00	134,965.00	7.9%
Classified Support Salaries		2200	55,550.00	77,477.00	37,833.08	81,158.00	(3,681.00)	-4.8%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	183,783.00	187,325.00	90,616.55	185,413.00	1,912.00	1.0%
Other Classified Salaries		2900	8,000.00	6,800.00	60.00	461.00	6,339.00	93.2%
TOTAL, CLASSIFIED SALARIES			1,969,246.00	1,987,353.00	900,009.72	1,847,818.00	139,535.00	7.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	219,004.00	210,329.00	90,808.53	195,813.00	14,516.00	6.9%
PERS		3201-3202	460,091.00	446,957.00	218,175.05	444,566.00	2,391.00	0.5%
OASDI/Medicare/Alternative		3301-3302	210,183.00	210,393.00	95,258.82	198,133.00	12,260.00	5.8%
Health and Welfare Benefits		3401-3402	587,282.00	569,558.00	270,153.74	566,298.00	3,260.00	0.6%
Unemployment Insurance		3501-3502	1,905.00	1,879.00	851.74	1,913.00	(34.00)	-1.8%
Workers' Compensation		3601-3602	101,511.00	103,011.00	47,806.36	98,992.00	4,019.00	3.9%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,579,976.00	1,542,127.00	723,054.24	1,505,715.00	36,412.00	2.4%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	478.00	444.00	0.00	0.00	444.00	100.0%
Materials and Supplies		4300	107,028.00	107,351.00	40,269.35	88,871.00	18,480.00	17.2%
Noncapitalized Equipment		4400	8,895.00	8,827.00	0.00	562.00	8,265.00	93.6%
Food		4700	124,661.00	105,280.00	47,911.14	104,961.00	319.00	0.3%
TOTAL, BOOKS AND SUPPLIES			241,062.00	221,902.00	88,180.49	194,394.00	27,508.00	12.4%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	2,543.00	2,484.00	897.33	2,285.00	199.00	8.0%
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	71,622.00	73,581.00	43,222.67	68,540.00	5,041.00	6.9%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	125,358.00	125,299.00	1,581.10	124,307.00	992.00	0.8%
Professional/Consulting Services and Operating Expenditures		5800	236,676.00	228,532.00	153,702.07	263,625.00	(35,093.00)	-15.4%
Communications		5900	3,817.00	3,696.00	1,099.52	3,038.00	658.00	17.8%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			440,016.00	433,592.00	200,502.69	461,795.00	(28,203.00)	-6.5%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs - Interfund		7350	502,719.00	494,459.00	0.00	477,695.00	16,764.00	3.4%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			502,719.00	494,459.00	0.00	477,695.00	16,764.00	3.4%
TOTAL, EXPENDITURES			6,524,557.00	6,416,703.00	2,737,210.40	6,199,537.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: General Fund		8911	415,507.00	848,646.00	0.00	810,398.00	(38,248.00)	-4.5%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			415,507.00	848,646.00	0.00	810,398.00	(38,248.00)	-4.5%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			415,507.00	848,646.00	0.00	810,398.00		

Resource	Description	2019/20 Projected Year Totals
Total, Restricted Balance		0.00

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	1,995,469.00	1,995,469.00	609,464.10	1,995,469.00	0.00	0.0%
3) Other State Revenue		8300-8599	136,394.00	136,394.00	46,693.62	136,394.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,699,145.00	1,699,145.00	577,018.74	1,702,085.00	2,940.00	0.2%
5) TOTAL, REVENUES			3,831,008.00	3,831,008.00	1,233,176.46	3,833,948.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	1,632,978.00	1,632,335.00	790,891.04	1,656,180.00	(23,845.00)	-1.5%
3) Employee Benefits		3000-3999	675,461.00	649,025.00	308,326.26	642,519.00	6,506.00	1.0%
4) Books and Supplies		4000-4999	1,458,270.00	1,487,770.00	735,575.46	1,537,770.00	(50,000.00)	-3.4%
5) Services and Other Operating Expenditures		5000-5999	180,897.00	170,503.00	58,054.03	171,098.00	(595.00)	-0.3%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	201,493.00	201,710.00	0.00	205,188.00	(3,478.00)	-1.7%
9) TOTAL, EXPENDITURES			4,149,099.00	4,141,343.00	1,892,846.79	4,212,755.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(318,091.00)	(310,335.00)	(659,670.33)	(378,807.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(318,091.00)	(310,335.00)	(659,670.33)	(378,807.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	830,882.92	830,882.92		830,882.92	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			830,882.92	830,882.92		830,882.92		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			830,882.92	830,882.92		830,882.92		
2) Ending Balance, June 30 (E + F1e)			512,791.92	520,547.92		452,075.92		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	498,624.99	506,380.99		437,908.99		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	14,166.93	14,166.93		14,166.93		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE								
Child Nutrition Programs		8220	1,995,469.00	1,995,469.00	609,464.10	1,995,469.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			1,995,469.00	1,995,469.00	609,464.10	1,995,469.00	0.00	0.0%
OTHER STATE REVENUE								
Child Nutrition Programs		8520	136,394.00	136,394.00	46,693.62	136,394.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			136,394.00	136,394.00	46,693.62	136,394.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	1,694,991.00	1,694,991.00	571,723.92	1,694,991.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	4,154.00	4,154.00	5,294.82	7,094.00	2,940.00	70.8%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,699,145.00	1,699,145.00	577,018.74	1,702,085.00	2,940.00	0.2%
TOTAL, REVENUES			3,831,008.00	3,831,008.00	1,233,176.46	3,833,948.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Support Salaries		2200	1,005,846.00	980,015.00	475,588.10	976,243.00	3,772.00	0.4%
Classified Supervisors' and Administrators' Salaries		2300	512,967.00	533,849.00	252,947.34	546,526.00	(12,677.00)	-2.4%
Clerical, Technical and Office Salaries		2400	95,465.00	97,741.00	52,399.90	98,282.00	(541.00)	-0.6%
Other Classified Salaries		2900	18,700.00	20,730.00	9,955.70	35,129.00	(14,399.00)	-69.5%
TOTAL, CLASSIFIED SALARIES			1,632,978.00	1,632,335.00	790,891.04	1,656,180.00	(23,845.00)	-1.5%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	300,922.00	282,143.00	132,215.68	283,891.00	(1,748.00)	-0.6%
OASDI/Medicare/Alternative		3301-3302	121,641.00	123,524.00	60,408.74	124,465.00	(941.00)	-0.8%
Health and Welfare Benefits		3401-3402	206,833.00	197,232.00	93,351.61	187,139.00	10,093.00	5.1%
Unemployment Insurance		3501-3502	829.00	822.00	410.92	818.00	4.00	0.5%
Workers' Compensation		3601-3602	45,236.00	45,304.00	21,939.31	46,206.00	(902.00)	-2.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			675,461.00	649,025.00	308,326.26	642,519.00	6,506.00	1.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	131,770.00	137,270.00	76,829.55	137,270.00	0.00	0.0%
Noncapitalized Equipment		4400	26,500.00	50,500.00	4,093.80	100,500.00	(50,000.00)	-99.0%
Food		4700	1,300,000.00	1,300,000.00	654,652.11	1,300,000.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,458,270.00	1,487,770.00	735,575.46	1,537,770.00	(50,000.00)	-3.4%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	12,210.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	4,500.00	4,500.00	871.79	4,500.00	0.00	0.0%
Dues and Memberships		5300	800.00	800.00	212.11	800.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	15,315.00	15,315.00	6,635.00	15,910.00	(595.00)	-3.9%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	13,950.00	250.00	0.00	250.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	81,745.00	81,561.00	2,774.35	81,561.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	45,000.00	60,700.00	46,173.89	60,700.00	0.00	0.0%
Communications		5900	7,377.00	7,377.00	1,386.89	7,377.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			180,897.00	170,503.00	58,054.03	171,098.00	(595.00)	-0.3%
CAPITAL OUTLAY								
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs - Interfund		7350	201,493.00	201,710.00	0.00	205,188.00	(3,478.00)	-1.7%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			201,493.00	201,710.00	0.00	205,188.00	(3,478.00)	-1.7%
TOTAL, EXPENDITURES			4,149,099.00	4,141,343.00	1,892,846.79	4,212,755.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: General Fund		8916	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2019/20 Projected Year Totals
5310	Child Nutrition: School Programs (e.g., School Lunch, School	437,908.99
Total, Restricted Balance		437,908.99

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	10,750.00	10,750.00	9,443.04	14,164.00	3,414.00	31.8%
5) TOTAL, REVENUES			10,750.00	10,750.00	9,443.04	14,164.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	200,000.00	252,200.00	0.00	273,352.00	(21,152.00)	-8.4%
6) Capital Outlay		6000-6999	80,000.00	140,353.00	12,161.81	150,462.00	(10,109.00)	-7.2%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			280,000.00	392,553.00	12,161.81	423,814.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(269,250.00)	(381,803.00)	(2,718.77)	(409,650.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	400,000.00	400,000.00	400,000.00	400,000.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			400,000.00	400,000.00	400,000.00	400,000.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			130,750.00	18,197.00	397,281.23	(9,650.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	655,787.67	655,787.67		655,787.67	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			655,787.67	655,787.67		655,787.67		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			655,787.67	655,787.67		655,787.67		
2) Ending Balance, June 30 (E + F1e)			786,537.67	673,984.67		646,137.67		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	786,537.67	673,984.67		646,137.67		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
LCFF SOURCES								
LCFF Transfers								
LCFF Transfers - Current Year		8091	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	10,750.00	10,750.00	9,443.04	14,164.00	3,414.00	31.8%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			10,750.00	10,750.00	9,443.04	14,164.00	3,414.00	31.8%
TOTAL, REVENUES			10,750.00	10,750.00	9,443.04	14,164.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	21,152.00	(21,152.00)	New
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	200,000.00	252,200.00	0.00	252,200.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			200,000.00	252,200.00	0.00	273,352.00	(21,152.00)	-8.4%
CAPITAL OUTLAY								
Land Improvements		6170	0.00	45,500.00	6,500.00	56,300.00	(10,800.00)	-23.7%
Buildings and Improvements of Buildings		6200	0.00	14,853.00	5,661.81	14,162.00	691.00	4.7%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	80,000.00	80,000.00	0.00	80,000.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			80,000.00	140,353.00	12,161.81	150,462.00	(10,109.00)	-7.2%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			280,000.00	392,553.00	12,161.81	423,814.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	400,000.00	400,000.00	400,000.00	400,000.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			400,000.00	400,000.00	400,000.00	400,000.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			400,000.00	400,000.00	400,000.00	400,000.00		

Resource	Description	2019/20 Projected Year Totals
Total, Restricted Balance		0.00

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	301,986.00	301,986.00	119,584.89	235,222.00	(66,764.00)	-22.1%
5) TOTAL, REVENUES			301,986.00	301,986.00	119,584.89	235,222.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	122,491.00	162,602.00	49,818.74	139,741.00	22,861.00	14.1%
3) Employee Benefits		3000-3999	56,299.00	73,441.00	22,720.82	63,933.00	9,508.00	12.9%
4) Books and Supplies		4000-4999	0.00	3,977.00	2,063.51	5,370.00	(1,393.00)	-35.0%
5) Services and Other Operating Expenditures		5000-5999	111,387.00	121,819.00	36,851.62	127,286.00	(5,467.00)	-4.5%
6) Capital Outlay		6000-6999	4,034,962.00	4,682,468.00	657,956.05	4,661,055.00	21,413.00	0.5%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			4,325,139.00	5,044,307.00	769,410.74	4,997,385.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(4,023,153.00)	(4,742,321.00)	(649,825.85)	(4,762,163.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(4,023,153.00)	(4,742,321.00)	(649,825.85)	(4,762,163.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	11,910,360.13	11,910,360.13		11,910,360.13	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			11,910,360.13	11,910,360.13		11,910,360.13		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			11,910,360.13	11,910,360.13		11,910,360.13		
2) Ending Balance, June 30 (E + F1e)			7,887,207.13	7,168,039.13		7,148,197.13		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	7,887,207.13	7,168,039.13		7,148,197.13		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE								
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
County and District Taxes								
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	301,986.00	301,986.00	119,584.89	235,222.00	(66,764.00)	-22.1%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			301,986.00	301,986.00	119,584.89	235,222.00	(66,764.00)	-22.1%
TOTAL, REVENUES			301,986.00	301,986.00	119,584.89	235,222.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	61,288.00	0.00	37,554.00	23,734.00	38.7%
Clerical, Technical and Office Salaries		2400	122,491.00	101,314.00	49,818.74	102,187.00	(873.00)	-0.9%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			122,491.00	162,602.00	49,818.74	139,741.00	22,861.00	14.1%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	25,396.00	33,092.00	9,824.78	27,559.00	5,533.00	16.7%
OASDI/Medicare/Alternative		3301-3302	9,372.00	12,439.00	4,046.04	10,691.00	1,748.00	14.1%
Health and Welfare Benefits		3401-3402	18,076.00	23,325.00	7,443.56	21,742.00	1,583.00	6.8%
Unemployment Insurance		3501-3502	62.00	81.00	26.49	70.00	11.00	13.6%
Workers' Compensation		3601-3602	3,393.00	4,504.00	1,379.95	3,871.00	633.00	14.1%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			56,299.00	73,441.00	22,720.82	63,933.00	9,508.00	12.9%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	2,168.00	2,063.51	2,067.00	101.00	4.7%
Noncapitalized Equipment		4400	0.00	1,809.00	0.00	3,303.00	(1,494.00)	-82.6%
TOTAL, BOOKS AND SUPPLIES			0.00	3,977.00	2,063.51	5,370.00	(1,393.00)	-35.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	111,387.00	121,819.00	36,851.62	127,286.00	(5,467.00)	-4.5%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			111,387.00	121,819.00	36,851.62	127,286.00	(5,467.00)	-4.5%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	260,590.00	215,621.53	260,590.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	4,034,962.00	4,379,355.00	421,266.29	4,357,942.00	21,413.00	0.5%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	42,523.00	21,068.23	42,523.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			4,034,962.00	4,682,468.00	657,956.05	4,661,055.00	21,413.00	0.5%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			4,325,139.00	5,044,307.00	769,410.74	4,997,385.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Sale of Bonds		8951	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
County School Building Aid		8961	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2019/20 Projected Year Totals
Total, Restricted Balance		0.00

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	314,467.00	470,436.00	1,233,932.43	1,233,682.00	763,246.00	162.2%
5) TOTAL, REVENUES			314,467.00	470,436.00	1,233,932.43	1,233,682.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	14,000.00	15,246.00	14,560.73	15,246.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	1.00	8,501.00	0.00	8,501.00	0.00	0.0%
6) Capital Outlay		6000-6999	16,400.00	18,556.00	0.00	32,668.00	(14,112.00)	-76.1%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			30,401.00	42,303.00	14,560.73	56,415.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			284,066.00	428,133.00	1,219,371.70	1,177,267.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			284,066.00	428,133.00	1,219,371.70	1,177,267.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	154,012.69	154,012.69		154,012.69	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			154,012.69	154,012.69		154,012.69		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			154,012.69	154,012.69		154,012.69		
2) Ending Balance, June 30 (E + F1e)			438,078.69	582,145.69		1,331,279.69		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	0.00	461,221.00		1,222,788.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	438,078.69	120,924.69		108,491.69		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
OTHER STATE REVENUE								
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
County and District Taxes								
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	9,215.00	9,215.00	5,452.12	10,894.00	1,679.00	18.2%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Mitigation/Developer Fees		8681	305,252.00	461,221.00	1,228,480.31	1,222,788.00	761,567.00	165.1%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			314,467.00	470,436.00	1,233,932.43	1,233,682.00	763,246.00	162.2%
TOTAL, REVENUES			314,467.00	470,436.00	1,233,932.43	1,233,682.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	12,391.00	11,785.00	11,782.37	11,785.00	0.00	0.0%
Noncapitalized Equipment		4400	1,609.00	3,461.00	2,778.36	3,461.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			14,000.00	15,246.00	14,560.73	15,246.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1.00	8,501.00	0.00	8,501.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1.00	8,501.00	0.00	8,501.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	16,400.00	18,556.00	0.00	32,668.00	(14,112.00)	-76.1%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			16,400.00	18,556.00	0.00	32,668.00	(14,112.00)	-76.1%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			30,401.00	42,303.00	14,560.73	56,415.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2019/20 Projected Year Totals
9010	Other Restricted Local	1,222,788.00
Total, Restricted Balance		1,222,788.00

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	271,021.00	371,021.00	951,344.87	1,042,871.00	671,850.00	181.1%
5) TOTAL, REVENUES			271,021.00	371,021.00	951,344.87	1,042,871.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	35,000.00	35,000.00	500.00	60,000.00	(25,000.00)	-71.4%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			35,000.00	35,000.00	500.00	60,000.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			236,021.00	336,021.00	950,844.87	982,871.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			236,021.00	336,021.00	950,844.87	982,871.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	9,228,992.15	9,228,992.15		9,228,992.15	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			9,228,992.15	9,228,992.15		9,228,992.15		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			9,228,992.15	9,228,992.15		9,228,992.15		
2) Ending Balance, June 30 (E + F1e)			9,465,013.15	9,565,013.15		10,211,863.15		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	4,522,289.30	4,522,289.30		5,042,107.30		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	2,942,723.85		3,069,755.85		
d) Assigned								
Other Assignments		9780	2,100,000.00	2,100,000.00		2,100,000.00		
Track & Field Replacement	0000	9780	*2,100,000.00*					
Track & Field replacement	0000	9780		*2,100,000.00*				
Track & Field Replacement	0000	9780				*2,100,000.00*		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	2,842,723.85	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE								
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
Other Local Revenue								
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	240,000.00	240,000.00	759,818.33	759,818.00	519,818.00	216.6%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	31,021.00	31,021.00	91,526.54	183,053.00	152,032.00	490.1%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	100,000.00	100,000.00	100,000.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			271,021.00	371,021.00	951,344.87	1,042,871.00	671,850.00	181.1%
TOTAL, REVENUES			271,021.00	371,021.00	951,344.87	1,042,871.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	35,000.00	35,000.00	500.00	60,000.00	(25,000.00)	-71.4%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			35,000.00	35,000.00	500.00	60,000.00	(25,000.00)	-71.4%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			35,000.00	35,000.00	500.00	60,000.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: General Fund/CSSF		8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: General Fund/CSSF		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2019/20 Projected Year Totals
6230	California Clean Energy Jobs Act	0.42
9010	Other Restricted Local	5,042,106.88
Total, Restricted Balance		5,042,107.30

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	48,312.00	0.00	0.00	(48,312.00)	-100.0%
4) Other Local Revenue		8600-8799	12,175,854.00	12,125,692.00	0.00	12,175,854.00	50,162.00	0.4%
5) TOTAL, REVENUES			12,175,854.00	12,174,004.00	0.00	12,175,854.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	13,457,801.00	13,457,801.00	0.00	13,457,801.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			13,457,801.00	13,457,801.00	0.00	13,457,801.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(1,281,947.00)	(1,283,797.00)	0.00	(1,281,947.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,281,947.00)	(1,283,797.00)	0.00	(1,281,947.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	11,707,338.00	12,989,285.00		12,989,285.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			11,707,338.00	12,989,285.00		12,989,285.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			11,707,338.00	12,989,285.00		12,989,285.00		
2) Ending Balance, June 30 (E + F1e)			10,425,391.00	11,705,488.00		11,707,338.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	10,425,391.00	0.00		11,707,338.00		
d) Assigned								
Other Assignments		9780	0.00	11,705,488.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE								
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Tax Relief Subventions Voted Indebtedness Levies								
Homeowners' Exemptions		8571	0.00	48,312.00	0.00	0.00	(48,312.00)	-100.0%
Other Subventions/In-Lieu Taxes		8572	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	48,312.00	0.00	0.00	(48,312.00)	-100.0%
OTHER LOCAL REVENUE								
County and District Taxes Voted Indebtedness Levies								
Secured Roll		8611	11,501,651.00	10,822,160.00	0.00	11,501,651.00	679,491.00	6.3%
Unsecured Roll		8612	376,997.00	796,194.00	0.00	376,997.00	(419,197.00)	-52.7%
Prior Years' Taxes		8613	118,011.00	73,398.00	0.00	118,011.00	44,613.00	60.8%
Supplemental Taxes		8614	144,402.00	282,113.00	0.00	144,402.00	(137,711.00)	-48.8%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	16,428.00	0.00	0.00	(16,428.00)	-100.0%
Interest		8660	34,793.00	135,399.00	0.00	34,793.00	(100,606.00)	-74.3%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			12,175,854.00	12,125,692.00	0.00	12,175,854.00	50,162.00	0.4%
TOTAL, REVENUES			12,175,854.00	12,174,004.00	0.00	12,175,854.00		
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Debt Service								
Bond Redemptions		7433	4,813,349.00	4,813,349.00	0.00	4,813,349.00	0.00	0.0%
Bond Interest and Other Service Charges		7434	8,644,452.00	8,644,452.00	0.00	8,644,452.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			13,457,801.00	13,457,801.00	0.00	13,457,801.00	0.00	0.0%
TOTAL, EXPENDITURES			13,457,801.00	13,457,801.00	0.00	13,457,801.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: General Fund		7614	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2019/20 Projected Year Totals
Total, Restricted Balance		0.00

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,400,123.00	1,395,966.00	0.00	1,397,085.00	1,119.00	0.1%
5) TOTAL, REVENUES			1,400,123.00	1,395,966.00	0.00	1,397,085.00		
B. EXPENSES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	1,400,123.00	1,395,966.00	886,084.61	1,397,085.00	(1,119.00)	-0.1%
6) Depreciation		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENSES			1,400,123.00	1,395,966.00	886,084.61	1,397,085.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			0.00	0.00	(886,084.61)	0.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			0.00	0.00	(886,084.61)	0.00		
F. NET POSITION								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	208,954.44	208,954.44		208,954.44	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			208,954.44	208,954.44		208,954.44		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			208,954.44	208,954.44		208,954.44		
2) Ending Net Position, June 30 (E + F1e)			208,954.44	208,954.44		208,954.44		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	0.00		0.00		
b) Restricted Net Position		9797	0.00	0.00		0.00		
c) Unrestricted Net Position		9790	208,954.44	208,954.44		208,954.44		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
OTHER STATE REVENUE								
STRS On-Behalf Pension Contributions	7690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
In-District Premiums/Contributions		8674	1,400,123.00	1,395,966.00	0.00	1,397,085.00	1,119.00	0.1%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,400,123.00	1,395,966.00	0.00	1,397,085.00	1,119.00	0.1%
TOTAL, REVENUES			1,400,123.00	1,395,966.00	0.00	1,397,085.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENSES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1,400,123.00	1,395,966.00	886,084.61	1,397,085.00	(1,119.00)	-0.1%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			1,400,123.00	1,395,966.00	886,084.61	1,397,085.00	(1,119.00)	-0.1%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
DEPRECIATION								
Depreciation Expense		6900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, DEPRECIATION			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENSES			1,400,123.00	1,395,966.00	886,084.61	1,397,085.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2019/20 Projected Year Totals
Total, Restricted Net Position		0.00

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	105,000.00	167,786.00	0.00	400,000.00	232,214.00	138.4%
5) TOTAL, REVENUES			105,000.00	167,786.00	0.00	400,000.00		
B. EXPENSES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	1,408,209.00	1,401,337.00	0.00	1,402,456.00	(1,119.00)	-0.1%
6) Depreciation		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENSES			1,408,209.00	1,401,337.00	0.00	1,402,456.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(1,303,209.00)	(1,233,551.00)	0.00	(1,002,456.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			(1,303,209.00)	(1,233,551.00)	0.00	(1,002,456.00)		
F. NET POSITION								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	6,278,269.86	6,278,269.86		6,278,269.86	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			6,278,269.86	6,278,269.86		6,278,269.86		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			6,278,269.86	6,278,269.86		6,278,269.86		
2) Ending Net Position, June 30 (E + F1e)			4,975,060.86	5,044,718.86		5,275,813.86		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	0.00		0.00		
b) Restricted Net Position		9797	0.00	0.00		0.00		
c) Unrestricted Net Position		9790	4,975,060.86	5,044,718.86		5,275,813.86		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
OTHER LOCAL REVENUE								
Interest		8660	105,000.00	167,786.00	0.00	400,000.00	232,214.00	138.4%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
In-District Premiums/Contributions		8674	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			105,000.00	167,786.00	0.00	400,000.00	232,214.00	138.4%
TOTAL, REVENUES			105,000.00	167,786.00	0.00	400,000.00		
SERVICES AND OTHER OPERATING EXPENSES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1,408,209.00	1,401,337.00	0.00	1,402,456.00	(1,119.00)	-0.1%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			1,408,209.00	1,401,337.00	0.00	1,402,456.00	(1,119.00)	-0.1%
TOTAL, EXPENSES			1,408,209.00	1,401,337.00	0.00	1,402,456.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2019/20 Projected Year Totals
Total, Restricted Net Position		0.00

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	14,648.59	14,688.64	14,606.35	14,662.87	(25.77)	0%
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
4. Total, District Regular ADA (Sum of Lines A1 through A3)	14,648.59	14,688.64	14,606.35	14,662.87	(25.77)	0%
5. District Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	0.00	0.00	0.00	0.00	0.00	0%
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	0.00	0.00	0.00	0.00	0.00	0%
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	14,648.59	14,688.64	14,606.35	14,662.87	(25.77)	0%
7. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
B. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0%
2. District Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	0.00	0.00	0.00	0.00	0.00	0%
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0%
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0%
4. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
5. County Operations Grant ADA	0.00	0.00	0.00	0.00	0.00	0%
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA	0.00	0.00	0.00	0.00	0.00	0%
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0%
3. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0%
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0%
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA	0.00	0.00	0.00	0.00	0.00	0%
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0%
7. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0%
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0%
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	0.00	0.00	0.00	0.00	0.00	0%

	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):	November									
A. BEGINNING CASH			19,381,286.84	12,562,206.47	24,989,074.26	24,772,390.15	19,609,474.72	12,636,677.41	32,333,380.45	25,068,377.53
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019		3,257,948.00	3,259,731.34	11,918,781.00	5,864,307.00	5,864,307.00	11,918,781.00	5,864,307.00	5,513,607.00
Property Taxes	8020-8079		278,459.13	737,634.35	28,581.55	0.00	204,255.38	14,718,885.18	9,524,102.02	2,891,811.53
Miscellaneous Funds	8080-8099		0.00	0.00	0.00	0.00	0.00	0.00	580,249.22	0.00
Federal Revenue	8100-8299		78,815.00	9,731.57	12,002.11	449,991.94	25,506.85	(114,112.87)	1,208,256.69	48,903.23
Other State Revenue	8300-8599		395,083.00	1,565,528.76	1,533,812.09	1,198,127.54	1,098,407.78	2,797,651.49	705,659.00	674,478.00
Other Local Revenue	8600-8799		310,067.81	427,725.02	234,230.56	329,560.71	584,802.65	1,482,372.69	519,858.32	1,924,414.19
Interfund Transfers In	8910-8929		0.00							
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			4,320,372.94	6,000,351.04	13,727,407.31	7,841,987.19	7,777,279.66	30,803,577.49	18,402,432.25	11,053,213.95
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		112,190.43	6,937,989.54	6,536,071.32	6,598,468.45	6,745,235.27	6,648,345.12	6,652,956.49	6,629,184.05
Classified Salaries	2000-2999		59,571.48	1,236,632.11	2,397,363.29	2,409,990.01	2,469,280.43	2,438,223.50	2,472,082.38	2,907,908.71
Employee Benefits	3000-3999		67,969.28	1,873,494.91	3,352,366.15	3,359,083.32	3,390,394.34	3,374,811.01	3,458,818.80	3,574,387.45
Books and Supplies	4000-4999		75,000.00	310,000.00	250,000.00	225,000.00	202,488.66	253,637.98	250,252.34	356,891.48
Services	5000-5999		1,682,762.52	1,558,525.14	1,136,731.90	2,014,449.51	1,379,789.61	1,444,985.88	1,465,422.79	1,906,591.83
Capital Outlay	6000-6599		0.00	6,580.40	33,683.68	21,620.77	9,185.83	0.00	20,451.19	27,434.53
Other Outgo	7000-7499		110,597.19	531,016.36	41,569.28	158,360.39	212,028.19	551,182.02	211,377.36	(175,238.01)
Interfund Transfers Out	7600-7629									
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			2,108,090.90	12,454,238.46	13,747,785.62	14,786,972.45	14,408,402.33	14,711,185.51	14,531,361.35	15,227,160.04
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199	19,381,286.84							0.00	
Accounts Receivable	9200-9299	6,624,030.00	416,507.20	540,300.21	155,935.20	625,108.13	(25,282.73)	3,260,203.54	115,831.25	15,868.16
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340	595,274.00								
Deferred Outflows of Resources	9490									
SUBTOTAL		26,600,590.84	416,507.20	540,300.21	155,935.20	625,108.13	(25,282.73)	3,260,203.54	115,831.25	15,868.16
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	(14,707,972.00)	9,447,869.61	1,327,049.00	352,241.00	(1,156,961.70)	316,391.91	(344,107.52)	1,306,905.07	1,199,432.33
Due To Other Funds	9610									
Current Loans	9640			(19,667,504.00)					9,945,000.00	
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL		(14,707,972.00)	9,447,869.61	(18,340,455.00)	352,241.00	(1,156,961.70)	316,391.91	(344,107.52)	11,251,905.07	1,199,432.33
Nonoperating										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		41,308,562.84	(9,031,362.41)	18,880,755.21	(196,305.80)	1,782,069.83	(341,674.64)	3,604,311.06	(11,136,073.82)	(1,183,564.17)
E. NET INCREASE/DECREASE (B - C + D)			(6,819,080.37)	12,426,867.79	(216,684.11)	(5,162,915.43)	(6,972,797.31)	19,696,703.04	(7,265,002.92)	(5,357,510.26)
F. ENDING CASH (A + E)			12,562,206.47	24,989,074.26	24,772,390.15	19,609,474.72	12,636,677.41	32,333,380.45	25,068,377.53	19,710,867.27
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):	November								
A. BEGINNING CASH		19,710,867.27	18,948,745.80	22,042,457.80	10,554,198.80				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019	11,773,871.00	5,638,160.00	5,638,160.00	8,615,155.00	3,283,701.66	0.00	88,410,817.00	88,410,817.00
Property Taxes	8020-8079	(80,215.00)	10,185,858.00	7,403,391.00	7,898,512.00	(3,656,737.14)	0.00	50,134,538.00	50,134,538.00
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	575,000.00	(1,155,249.22)	0.00	0.00	0.00
Federal Revenue	8100-8299	74,101.00	214,955.00	11,636.00	4,226,834.00	(122,548.52)	0.00	6,124,072.00	6,124,072.00
Other State Revenue	8300-8599	1,841,529.00	1,024,028.00	700,469.00	3,584,958.00	90,818.34	0.00	17,210,550.00	17,210,550.00
Other Local Revenue	8600-8799	306,846.00	330,329.00	649,699.00	727,789.00	0.05	0.00	7,827,695.00	7,827,695.00
Interfund Transfers In	8910-8929					0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979						0.00	0.00	0.00
TOTAL RECEIPTS		13,916,132.00	17,393,330.00	14,403,355.00	25,628,248.00	(1,560,014.83)	0.00	169,707,672.00	169,707,672.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	6,415,600.00	6,302,496.00	6,498,543.00	7,658,573.00	1,667,059.33	0.00	75,402,712.00	75,402,712.00
Classified Salaries	2000-2999	2,470,215.00	2,498,717.00	2,521,518.00	3,836,757.00	783,587.09	0.00	28,501,846.00	28,501,846.00
Employee Benefits	3000-3999	3,323,112.00	3,323,112.00	3,368,376.00	3,926,642.00	1,328,112.74	0.00	37,720,680.00	37,720,680.00
Books and Supplies	4000-4999	738,376.00	930,314.00	712,915.00	965,568.00	4,522,338.54	0.00	9,792,782.00	9,792,782.00
Services	5000-5999	1,595,786.00	1,257,430.00	1,963,718.00	1,386,859.00	849,200.82	0.00	19,642,253.00	19,642,253.00
Capital Outlay	6000-6599	18,526.00	3,882.00	52,169.00	35,063.00	87,006.60	0.00	315,603.00	315,603.00
Other Outgo	7000-7499	121,092.00	121,371.00	184,294.00	(501,754.00)	335,212.22	0.00	1,901,108.00	1,901,108.00
Interfund Transfers Out	7600-7629					1,403,370.00	0.00	1,403,370.00	1,403,370.00
All Other Financing Uses	7630-7699						0.00	0.00	0.00
TOTAL DISBURSEMENTS		14,682,707.00	14,437,322.00	15,301,533.00	17,307,708.00	10,975,887.34	0.00	174,680,354.00	174,680,354.00
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199			0.00	0.00			0.00	
Accounts Receivable	9200-9299	(1,408.00)	32,458.00	(83,463.00)	0.00			5,052,057.96	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL		(1,408.00)	32,458.00	(83,463.00)	0.00	0.00	0.00	5,052,057.96	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599	(5,861.53)	(105,246.00)	(35,082.00)	3,500,000.00			15,802,630.17	
Due To Other Funds	9610							0.00	
Current Loans	9640			10,541,700.00	(6,500,000.00)			(5,680,804.00)	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		(5,861.53)	(105,246.00)	10,506,618.00	(3,000,000.00)	0.00	0.00	10,121,826.17	
Nonoperating									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		4,453.53	137,704.00	(10,590,081.00)	3,000,000.00	0.00	0.00	(5,069,768.21)	
E. NET INCREASE/DECREASE (B - C + D)		(762,121.47)	3,093,712.00	(11,488,259.00)	11,320,540.00	(12,535,902.17)	0.00	(10,042,450.21)	(4,972,682.00)
F. ENDING CASH (A + E)		18,948,745.80	22,042,457.80	10,554,198.80	21,874,738.80				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								9,338,836.63	

	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):	November									
A. BEGINNING CASH			21,874,738.80	18,561,791.80	28,031,123.80	28,655,983.80	22,174,588.80	13,513,494.80	25,859,495.80	21,128,730.80
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019		3,340,347.00	3,342,176.00	12,220,229.00	6,012,626.00	6,012,626.00	12,220,229.00	6,012,626.00	5,653,056.00
Property Taxes	8020-8079		278,459.00	737,634.00	28,582.00	0.00	204,255.00	14,718,885.00	8,524,102.00	2,891,812.00
Miscellaneous Funds	8080-8099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299		78,815.00	9,732.00	12,002.00	449,992.00	25,507.00	(114,113.00)	1,208,257.00	48,903.00
Other State Revenue	8300-8599		377,131.00	1,494,395.00	1,464,119.00	1,143,687.00	1,048,499.00	2,670,532.00	673,595.00	643,831.00
Other Local Revenue	8600-8799		291,926.00	402,700.00	220,526.00	310,279.00	550,587.00	1,395,642.00	489,443.00	1,811,821.00
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			4,366,678.00	5,986,637.00	13,945,458.00	7,916,584.00	7,841,474.00	30,891,175.00	16,908,023.00	11,049,423.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		113,639.00	7,027,551.00	6,820,445.00	6,883,647.00	6,832,309.00	6,734,168.00	6,738,839.00	6,714,759.00
Classified Salaries	2000-2999		59,949.00	1,244,415.00	2,412,451.00	2,425,157.00	2,484,821.00	2,453,569.00	2,487,641.00	2,926,210.00
Employee Benefits	3000-3999		73,093.00	2,014,729.00	3,605,085.00	3,612,309.00	3,645,980.00	3,629,222.00	3,719,563.00	3,843,844.00
Books and Supplies	4000-4999		39,715.00	164,157.00	132,385.00	119,146.00	107,226.00	134,311.00	132,518.00	188,988.00
Services	5000-5999		1,769,736.00	1,639,077.00	1,195,484.00	2,118,566.00	1,451,104.00	1,519,670.00	1,541,163.00	2,005,134.00
Capital Outlay	6000-6599		0.00	403,086.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Outgo	7000-7499		106,259.00	125,878.00	39,939.00	152,149.00	203,712.00	529,564.00	203,087.00	(168,365.00)
Interfund Transfers Out	7600-7629									
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			2,162,391.00	12,618,893.00	14,205,789.00	15,310,974.00	14,725,152.00	15,000,504.00	14,822,811.00	15,510,570.00
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199	14,477,808.53								
Accounts Receivable	9200-9299	10,724,693.88	79,018.00	2,234,424.00	2,207,615.00	77,376.00	(26,473.00)	134,200.00	(6,429.00)	161,523.00
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340	510,538.35					0.00	103,939.00	9,420.00	(23,678.00)
Deferred Outflows of Resources	9490									
SUBTOTAL		25,713,040.76	79,018.00	2,234,424.00	2,207,615.00	77,376.00	(26,473.00)	238,139.00	2,991.00	137,845.00
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	(9,383,064.47)	9,356,050.00	2,904,129.00	(288,590.00)	917,987.00	1,186,874.00	0.00	670.00	(1,230,317.00)
Due To Other Funds	9610									
Current Loans	9640			(19,890,000.00)					9,945,000.00	
Unearned Revenues	9650									
Deferred Inflows of Resources	9690		(3,759,798.00)	3,118,707.00	1,611,014.00	(1,753,606.00)	564,069.00	3,782,809.00	(3,126,702.00)	109,736.00
SUBTOTAL		(9,383,064.47)	5,596,252.00	(13,867,164.00)	1,322,424.00	(835,619.00)	1,750,943.00	3,782,809.00	6,818,968.00	(1,120,581.00)
Nonoperating										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		35,096,105.23	(5,517,234.00)	16,101,588.00	885,191.00	912,995.00	(1,777,416.00)	(3,544,670.00)	(6,815,977.00)	1,258,426.00
E. NET INCREASE/DECREASE (B - C + D)			(3,312,947.00)	9,469,332.00	624,860.00	(6,481,395.00)	(8,661,094.00)	12,346,001.00	(4,730,765.00)	(3,202,721.00)
F. ENDING CASH (A + E)			18,561,791.80	28,031,123.80	28,655,983.80	22,174,588.80	13,513,494.80	25,859,495.80	21,128,730.80	17,926,009.80
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):	November								
A. BEGINNING CASH		17,926,009.80	17,702,840.80	19,432,427.80	11,637,628.80				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019	12,071,654.00	5,780,759.00	5,780,759.00	8,833,048.00	3,366,752.00		90,646,887.00	90,646,887.00
Property Taxes	8020-8079	(80,125.00)	9,885,858.00	6,403,391.00	6,898,512.00	(356,827.00)		50,134,538.00	50,134,538.00
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00	0.00		0.00	0.00
Federal Revenue	8100-8299	74,101.00	214,955.00	11,636.00	4,226,834.00	(122,549.00)		6,124,072.00	6,124,072.00
Other State Revenue	8300-8599	1,757,854.00	977,498.00	668,641.00	3,422,066.00	86,693.00		16,428,541.00	16,428,541.00
Other Local Revenue	8600-8799	288,893.00	311,002.00	611,687.00	685,208.00	0.00		7,369,714.00	7,369,714.00
Interfund Transfers In	8910-8929							0.00	
All Other Financing Sources	8930-8979							0.00	
TOTAL RECEIPTS		14,112,377.00	17,170,072.00	13,476,114.00	24,065,668.00	2,974,069.00	0.00	170,703,752.00	170,703,752.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	6,498,418.00	6,383,854.00	6,582,432.00	7,757,437.00	1,288,578.00		76,376,076.00	76,376,076.00
Classified Salaries	2000-2999	2,485,761.00	2,514,443.00	2,537,387.00	3,860,901.00	788,519.00		28,681,224.00	28,681,224.00
Employee Benefits	3000-3999	3,573,626.00	3,573,626.00	3,622,302.00	4,222,653.00	1,428,235.00		40,564,267.00	40,564,267.00
Books and Supplies	4000-4999	390,999.00	492,638.00	377,517.00	511,306.00	2,394,757.00		5,185,663.00	5,185,663.00
Services	5000-5999	1,678,264.00	1,322,420.00	2,065,212.00	1,458,539.00	893,091.00		20,657,460.00	20,657,460.00
Capital Outlay	6000-6599	0.00	0.00	0.00	(902,375.00)	(403,086.00)		(902,375.00)	(902,375.00)
Other Outgo	7000-7499	116,343.00	116,611.00	177,066.00	378,271.00	706,375.00		2,686,889.00	2,686,889.00
Interfund Transfers Out	7600-7629				0.00	0.00		0.00	0.00
All Other Financing Uses	7630-7699				(3,000,938.00)	284,708.00		(2,716,230.00)	(2,716,230.00)
TOTAL DISBURSEMENTS		14,743,411.00	14,403,592.00	15,361,916.00	14,285,794.00	7,381,177.00	0.00	170,532,974.00	170,532,974.00
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299	76,342.00	39,376.00	(101,253.00)	7,379,203.00			12,254,922.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340	90,955.00	(106,040.00)	874,158.00	0.00			948,754.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL		167,297.00	(66,664.00)	772,905.00	7,379,203.00	0.00	0.00	13,203,676.00	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599	(131,089.00)	108,239.00	36,080.00	4,646,838.00			17,506,871.00	
Due To Other Funds	9610							0.00	
Current Loans	9640			10,541,700.00				596,700.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690	(109,479.00)	861,990.00	(3,895,878.00)				(2,597,138.00)	
SUBTOTAL		(240,568.00)	970,229.00	6,681,902.00	4,646,838.00	0.00	0.00	15,506,433.00	
Nonoperating									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		407,865.00	(1,036,893.00)	(5,908,997.00)	2,732,365.00	0.00	0.00	(2,302,757.00)	
E. NET INCREASE/DECREASE (B - C + D)		(223,169.00)	1,729,587.00	(7,794,799.00)	12,512,239.00	(4,407,108.00)	0.00	(2,131,979.00)	170,778.00
F. ENDING CASH (A + E)		17,702,840.80	19,432,427.80	11,637,628.80	24,149,867.80				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								19,742,759.80	

Section I - Expenditures	Funds 01, 09, and 62 Goals	Functions	Objects	2019-20 Expenditures
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	174,680,354.00
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	6,142,619.00
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	157,096.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	315,603.00
3. Debt Service	All	9100	5400-5450, 5800, 7430-7439	1,844,281.00
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	1,403,370.00
6. All Other Financing Uses	All	9100 9200	7699 7651	0.00
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	30,000.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	739,624.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				4,489,974.00
D. Plus additional MOE expenditures:				
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8699	378,807.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				164,426,568.00

Section II - Expenditures Per ADA		2019-20 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form AI, Column C, sum of lines A6 and C9)*		14,606.35
B. Expenditures per ADA (Line I.E divided by Line II.A)		11,257.20

Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)	Total	Per ADA
A. Base expenditures (Preloaded expenditures extracted from prior year Unaudited Actuals MOE calculation). (Note: If the prior year MOE was not met, in its final determination, CDE will adjust the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	163,422,445.79	11,209.20
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	163,422,445.79	11,209.20
B. Required effort (Line A.2 times 90%)	147,080,201.21	10,088.28
C. Current year expenditures (Line I.E and Line II.B)	164,426,568.00	11,257.20
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2021-22 may be reduced by the lower of the two percentages)	0.00%	0.00%

*Interim Periods - Annual ADA not available from Form AI. For your convenience, Projected Year Totals Estimated P-2 ADA is extracted. Manual adjustment may be required to reflect estimated Annual ADA.

SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)

Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702) (Functions 7200-7700, goals 0000 and 9000) — 7,592,944.00
2. Contracted general administrative positions not paid through payroll
   a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800.
   b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

B. Salaries and Benefits - All Other Activities

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702) (Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) — 134,032,294.00

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) — 5.67%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. Retain supporting documentation.

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. — 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A.	**Indirect Costs**	
1.	Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	9,418,976.00
2.	Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	2,565,781.00
3.	External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	72,500.00
4.	Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5.	Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	856,466.65
6.	Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7.	Adjustment for Employment Separation Costs	
	a. Plus: Normal Separation Costs (Part II, Line A)	0.00
	b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8.	Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	12,913,723.65
9.	Carry-Forward Adjustment (Part IV, Line F)	(633,115.78)
10.	Total Adjusted Indirect Costs (Line A8 plus Line A9)	12,280,607.87
B.	**Base Costs**	
1.	Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	108,189,668.00
2.	Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	19,738,373.00
3.	Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	12,578,624.00
4.	Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	1,402,179.00
5.	Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	157,096.00
6.	Enterprise (Function 6000, objects 1000-5999 except 5100)	0.00
7.	Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	721,891.00
8.	External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	0.00
9.	Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	452,889.00
10.	Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	1,678.00
11.	Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	14,248,765.35
12.	Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13.	Adjustment for Employment Separation Costs	
	a. Less: Normal Separation Costs (Part II, Line A)	0.00
	b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14.	Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	3,819,842.00
15.	Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	5,721,842.00
16.	Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	4,007,567.00
17.	Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18.	Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	171,040,414.35
C.	**Straight Indirect Cost Percentage Before Carry-Forward Adjustment (For information only - not for use when claiming/recovering indirect costs)** (Line A8 divided by Line B18)	7.55%
D.	**Preliminary Proposed Indirect Cost Rate (For final approved fixed-with-carry-forward rate for use in 2021-22 see www.cde.ca.gov/fg/ac/ic)** (Line A10 divided by Line B18)	7.18%

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A.	**Indirect costs incurred in the current year (Part III, Line A8)**	12,913,723.65
B.	**Carry-forward adjustment from prior year(s)**	
1.	Carry-forward adjustment from the second prior year	769,243.25
2.	Carry-forward adjustment amount deferred from prior year(s), if any	0.00
C.	**Carry-forward adjustment for under- or over-recovery in the current year**	
1.	Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (8.37%) times Part III, Line B18); zero if negative	0.00
2.	Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (8.37%) times Part III, Line B18) or (the highest rate used to recover costs from any program (8.37%) times Part III, Line B18); zero if positive	(633,115.78)
D.	**Preliminary carry-forward adjustment (Line C1 or C2)**	(633,115.78)

E. Optional allocation of negative carry-forward adjustment over more than one year

Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.

Option 1.	Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	7.18%
Option 2.	Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment ($-316,557.89) is applied to the current year calculation and the remainder ($-316,557.89) is deferred to one or more future years:	7.37%
Option 3.	Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment ($-211,038.59) is applied to the current year calculation and the remainder ($-422,077.19) is deferred to one or more future years:	7.43%
	LEA request for Option 1, Option 2, or Option 3	1
F.	**Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)**	(633,115.78)

Approved indirect cost rate: 8.37%
Highest rate used in any program: 8.37%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except Object 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	3010	1,642,503.00	137,477.00	8.37%
01	3550	72,530.00	3,627.00	5.00%
01	4035	312,518.00	26,158.00	8.37%
01	4127	134,128.00	11,227.00	8.37%
01	4201	48,269.00	4,040.00	8.37%
01	4203	239,839.00	20,074.00	8.37%
01	6010	266,669.00	13,334.00	5.00%
01	6387	403,904.00	33,807.00	8.37%
01	6388	375,234.00	31,408.00	8.37%
01	7311	82,525.00	6,908.00	8.37%
01	7510	459,081.00	38,425.00	8.37%
01	8150	4,875,047.00	362,022.00	7.43%
11	6371	28,414.00	2,379.00	8.37%
11	6391	2,583,983.00	129,600.00	5.02%
12	5025	134,683.00	11,273.00	8.37%
12	5320	38,221.00	1,958.00	5.12%
12	6105	766,996.00	64,199.00	8.37%
12	9010	4,781,942.00	400,265.00	8.37%
13	5310	4,007,567.00	205,188.00	5.12%

Current LEA: 19-64337-0000000 Burbank Unified

Selected SELPA: DJ

(Enter a SELPA ID from the list below then save and close)

POTENTIAL SELPAS FOR THIS LEA		DATE APPROVED
ID	SELPA-TITLE	(from Form SEA)
DJ	Foothill	

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
	UNDUPLICATED PUPIL COUNT									1,963
TOTAL PROJECTED EXPENDITURES (Funds 01, 09, & 62; resources 0000-9999)										
1000-1999	Certificated Salaries	1,306,194.00	0.00	0.00	0.00	709,210.00	1,003,452.00	7,859,679.00		10,878,535.00
2000-2999	Classified Salaries	391,395.00	0.00	0.00	0.00	218,937.00	4,851,679.00	2,644,556.00		8,106,567.00
3000-3999	Employee Benefits	576,809.00	0.00	0.00	0.00	335,018.00	2,593,918.00	3,794,604.00		7,300,349.00
4000-4999	Books and Supplies	12,620.00	0.00	0.00	62.00	6,410.00	13,461.00	60,173.00		92,726.00
5000-5999	Services and Other Operating Expenditures	3,611,730.00	0.00	0.00	0.00	3,000.00	5,409,784.00	29,970.00		9,054,484.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	5,898,748.00	0.00	0.00	62.00	1,272,575.00	13,872,294.00	14,388,982.00	0.00	35,432,661.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL COSTS	5,898,748.00	0.00	0.00	62.00	1,272,575.00	13,872,294.00	14,388,982.00	0.00	35,432,661.00
STATE AND LOCAL PROJECTED EXPENDITURES (Funds 01, 09, & 62; resources 0000-2999, 3385, & 6000-9999)										
1000-1999	Certificated Salaries	1,243,713.00	0.00	0.00	0.00	709,210.00	1,003,452.00	7,859,679.00		10,816,054.00
2000-2999	Classified Salaries	309,163.00	0.00	0.00	0.00	104,016.00	4,678,371.00	958,401.00		6,049,951.00
3000-3999	Employee Benefits	519,773.00	0.00	0.00	0.00	279,717.00	2,515,230.00	3,019,282.00		6,334,002.00
4000-4999	Books and Supplies	7,357.00	0.00	0.00	62.00	5,675.00	13,461.00	60,173.00		86,728.00
5000-5999	Services and Other Operating Expenditures	3,591,478.00	0.00	0.00	0.00	3,000.00	5,239,699.00	29,970.00		8,864,147.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	5,671,484.00	0.00	0.00	62.00	1,101,618.00	13,450,213.00	11,927,505.00	0.00	32,150,882.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	5,671,484.00	0.00	0.00	62.00	1,101,618.00	13,450,213.00	11,927,505.00	0.00	32,150,882.00
8980	Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)									0.00
	TOTAL COSTS									32,150,882.00

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
LOCAL PROJECTED EXPENDITURES (Funds 01, 09, & 62; resources 0000-1999 & 8000-9999)										
1000-1999	Certificated Salaries	67,026.00	0.00	0.00	0.00	0.00	0.00	0.00		67,026.00
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	79,246.00	17,451.00		96,697.00
3000-3999	Employee Benefits	18,567.00	0.00	0.00	0.00	0.00	42,522.00	5,338.00		66,427.00
4000-4999	Books and Supplies	2,937.00	0.00	0.00	0.00	0.00	2,661.00	6,773.00		12,371.00
5000-5999	Services and Other Operating Expenditures	2,075,916.00	0.00	0.00	0.00	0.00	177,166.00	450.00		2,253,532.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	2,164,446.00	0.00	0.00	0.00	0.00	301,595.00	30,012.00	0.00	2,496,053.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	2,164,446.00	0.00	0.00	0.00	0.00	301,595.00	30,012.00	0.00	2,496,053.00
8980	Contributions from Unrestricted Revenues to Federal Resources (From State and Local Projected Expenditures section)									0.00
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500-6540, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500-6540, & 7240, goals 5000-5999)									20,347,237.00
	TOTAL COSTS									22,843,290.00

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
	UNDUPLICATED PUPIL COUNT									1,963
TOTAL ACTUAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-9999)										
1000-1999	Certificated Salaries	1,176,221.76	0.00	0.00	0.00	668,621.93	985,645.76	7,614,973.68		10,445,463.13
2000-2999	Classified Salaries	375,610.43	0.00	0.00	0.00	188,662.32	4,206,101.81	2,631,132.12		7,401,506.68
3000-3999	Employee Benefits	514,291.21	0.00	0.00	0.00	305,115.32	2,091,061.53	3,566,689.89		6,477,157.95
4000-4999	Books and Supplies	21,059.09	0.00	0.00	60.22	5,492.10	10,064.95	30,739.61		67,415.97
5000-5999	Services and Other Operating Expenditures	3,523,392.38	0.00	0.00	0.00	0.00	5,401,877.47	(509,334.60)		8,415,935.25
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	5,610,574.87	0.00	0.00	60.22	1,167,891.67	12,694,751.52	13,334,200.70	0.00	32,807,478.98
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations (non-add)	2,334,364.51								2,334,364.51
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL COSTS	5,610,574.87	0.00	0.00	60.22	1,167,891.67	12,694,751.52	13,334,200.70	0.00	32,807,478.98
FEDERAL ACTUAL EXPENDITURES (Funds 01, 09, and 62; resources 3000-5999, except 3385)										
1000-1999	Certificated Salaries	65,966.86	0.00	0.00	0.00	0.00	0.00	0.00		65,966.86
2000-2999	Classified Salaries	43,046.10	0.00	0.00	0.00	154,323.08	169,787.53	1,663,016.76		2,030,173.47
3000-3999	Employee Benefits	38,312.02	0.00	0.00	0.00	65,131.32	78,755.50	739,981.16		922,180.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	735.00	0.00	0.00		735.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	168,952.00	0.00		168,952.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	147,324.98	0.00	0.00	0.00	220,189.40	417,495.03	2,402,997.92	0.00	3,188,007.33
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	147,324.98	0.00	0.00	0.00	220,189.40	417,495.03	2,402,997.92	0.00	3,188,007.33
8980	Less: Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)									0.00
	TOTAL COSTS									3,188,007.33

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
STATE AND LOCAL ACTUAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-2999, 3385, & 6000-9999)										
1000-1999	Certificated Salaries	1,110,254.90	0.00	0.00	0.00	668,621.93	985,645.76	7,614,973.68		10,379,496.27
2000-2999	Classified Salaries	332,564.33	0.00	0.00	0.00	34,339.24	4,036,314.28	968,115.36		5,371,333.21
3000-3999	Employee Benefits	475,979.19	0.00	0.00	0.00	239,984.00	2,012,306.03	2,826,708.73		5,554,977.95
4000-4999	Books and Supplies	21,059.09	0.00	0.00	60.22	4,757.10	10,064.95	30,739.61		66,680.97
5000-5999	Services and Other Operating Expenditures	3,523,392.38	0.00	0.00	0.00	0.00	5,232,925.47	(509,334.60)		8,246,983.25
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	5,463,249.89	0.00	0.00	60.22	947,702.27	12,277,256.49	10,931,202.78	0.00	29,619,471.65
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations (non-add)	2,334,364.51								2,334,364.51
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	5,463,249.89	0.00	0.00	60.22	947,702.27	12,277,256.49	10,931,202.78	0.00	29,619,471.65
8980	Contributions from Unrestricted Revenues to Federal Resources (From Federal Actual Expenditures section)									0.00
	TOTAL COSTS									29,619,471.65
LOCAL ACTUAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-1999 & 8000-9999)										
1000-1999	Certificated Salaries	16,978.00	0.00	0.00	0.00	140.00	0.00	700.00		17,818.00
2000-2999	Classified Salaries	39,069.44	0.00	0.00	0.00	0.00	0.00	2.32		39,071.76
3000-3999	Employee Benefits	14,919.61	0.00	0.00	0.00	29.39	0.00	147.45		15,096.45
4000-4999	Books and Supplies	2,645.31	0.00	0.00	0.00	0.00	3,145.34	361.77		6,152.42
5000-5999	Services and Other Operating Expenditures	1,959,203.00	0.00	0.00	0.00	0.00	472.96	4,295.46		1,963,971.42
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	2,032,815.36	0.00	0.00	0.00	169.39	3,618.30	5,507.00	0.00	2,042,110.05
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	2,032,815.36	0.00	0.00	0.00	169.39	3,618.30	5,507.00	0.00	2,042,110.05
8980	Contributions from Unrestricted Revenues to Federal Resources (From Federal Actual Expenditures section)									0.00
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500, 6510, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500, 6510, & 7240, goals 5000-5999)									18,542,054.38
	TOTAL COSTS									20,584,164.43

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

SELPA: (??)

This form is used to check maintenance of effort (MOE) for an LEA, whether the LEA is a member of a SELPA or is a single-LEA SELPA.

Per the federal Subsequent Years Rule, in order to determine the required level of effort, the LEA must look back to the last fiscal year in which the LEA maintained effort using the same method by which it is currently establishing the compliance standard. To meet the requirement of the Subsequent Years Rule, the LMC-I worksheet has been revised to make changes to sections 3.A.1, 3.A.2, 3.B.1, and 3.B.2. The revised sections allow the LEA to compare the 2019-20 projected expenditures to the most recent fiscal year the LEA met MOE using that method, which is the comparison year.

There are four methods that the LEA can use to demonstrate the compliance standard. They are (1) combined state and local expenditures; (2) combined state and local expenditures on a per capita basis; (3) local expenditures only; and (4) local expenditures only on a per capita basis.

The LEA is only required to pass one of the tests to meet the MOE requirement. However, the LEA is required to show results for all four methods.

SECTION 1 Exempt Reduction Under 34 CFR Section 300.204

If your LEA determines that a reduction in expenditures occurred as a result of one or more of the following conditions, you may calculate a reduction to the required MOE standard. Reductions may apply to combined state and local MOE standard, local only MOE standard, or both.

1. Voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.

2. A decrease in the enrollment of children with disabilities.

3. The termination of the obligation of the agency to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child:

   a. Has left the jurisdiction of the agency;
   b. Has reached the age at which the obligation of the agency to provide free appropriate public education (FAPE) to the child has terminated; or
   c. No longer needs the program of special education.

4. The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.

5. The assumption of cost by the high cost fund operated by the SEA under 34 CFR Sec. 300.704(c).

Provide the condition number, if any, to be used in the calculation below:	State and Local	Local Only
Total exempt reductions	0.00	0.00

SELPA: (??)

SECTION 2 **Reduction to MOE Requirement Under IDEA, Section 613 (a)(2)(C) (34 CFR Sec. 300.205)**

IMPORTANT NOTE: Only LEAs that have a "meets requirement" compliance determination and that are not found significantly disproportionate for the current year are eligible to use this option to reduce their MOE requirement.

Up to 50% of the increase in IDEA Part B Section 611 funding in current year compared with prior year may be used to reduce the required level of state and local expenditures. This option is available only if the LEA used or will use the freed up funds for activities authorized under the Elementary and Secondary Education Act (ESEA) of 1965. Also, the amount of Part B funds used for early intervening services (34 CFR 300.226(a)) will count toward the maximum amount by which the LEA may reduce its MOE requirement under this exception [P.L. 108-446].

		State and Local	Local Only
Current year funding (IDEA Section 611 Local Assistance Grant Award - Resource 3310			
Less: Prior year's funding (IDEA Section 611 Local Assistance Grant Award - Resource 3310)			
Increase in funding (if difference is positive)	0.00		
Maximum available for MOE reduction (50% of increase in funding)	0.00 (a)		
Current year funding (IDEA Section 619 - Resource 3315)			
Maximum available for early intervening services (EIS) (15% of current year funding - Resources 3310 and 3315)	0.00 (b)		
If (b) is greater than (a).			
Enter portion to set aside for EIS (cannot exceed line (b), Maximum available for EIS)	(c)		
Available for MOE reduction. (line (a) minus line (c), zero if negative)	0.00 (d)		
Enter portion used to reduce MOE requirement (cannot exceed line (d), Available for MOE reduction).			
If (b) is less than (a).			
Enter portion used to reduce MOE requirement (first column cannot exceed line (a), Maximum available for MOE reduction, second and third columns cannot exceed (e), Portion used to reduce MOE requirement).	(e)		
Available to set aside for EIS (line (b) minus line (e), zero if negative)	0.00 (f)		

Note: If your LEA exercises the authority under 34 CFR 300.205(a) to reduce the MOE requirement, the LEA must list the activities (which are authorized under the ESEA) paid with the freed up funds:

SELPA: (??)

SECTION 3	**Column A**	**Column B**	**Column C**
	Projected Exps. (LP-I Worksheet) FY 2019-20	**Actual Expenditures Comparison Year FY 2018-19**	**Difference (A - B)**
A. COMBINED STATE AND LOCAL EXPENDITURES METHOD			
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on state and local expenditures.			
a. Total special education expenditures	35,432,661.00		
b. Less: Expenditures paid from federal sources	3,281,779.00		
c. Expenditures paid from state and local sources	32,150,882.00	31,953,836.16	
Add/Less: Adjustments and/or PCRA required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		31,953,836.16	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	32,150,882.00	31,953,836.16	197,045.84

If the difference in Column C for the Section 3.A.1 is positive or zero, the MOE eligibility requirement is met based on the combination of state and local expenditures.

	Projected Exps. FY 2019-20	**Comparison Year FY 2018-19**	**Difference**
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita local expenditures.			
a. Total special education expenditures	35,432,661.00		
b. Less: Expenditures paid from federal sources	3,281,779.00		
c. Expenditures paid from state and local sources	32,150,882.00	31,953,836.16	
Add/Less: Adjustments and/or PCRA required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		31,953,836.16	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	32,150,882.00	31,953,836.16	
d. Special education unduplicated pupil count	1,963.00	1,991.00	
e. Per capita state and local expenditures (A2c/A2d)	16,378.44	16,049.14	329.30

If the difference in Column C for the Section 3.A.2 is positive or zero, the MOE eligibility requirement is met based on the per capita state and local expenditures.

SELPA: (??)

B. LOCAL EXPENDITURES ONLY METHOD

	Projected Exps. FY 2019-20	Comparison Year FY 2018-19	Difference
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on local expenditures only.			
a. Expenditures paid from local sources	22,843,290.00	20,584,164.43	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		20,584,164.43	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	22,843,290.00	20,584,164.43	2,259,125.57

If the difference in Column C for the Section 3.B.1 is positive or zero, the MOE eligibility requirement is met based on the local expenditures.

	Projected Exps. FY 2019-20	Comparison Year FY 2018-19	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs.actual method based on the per capita local expenditures only.			
a. Expenditures paid from local sources	22,843,290.00	20,584,164.43	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		20,584,164.43	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	22,843,290.00	20,584,164.43	
b. Special education unduplicated pupil count	1,963	1,991	
c. Per capita local expenditures (B2a/B2b)	11,636.93	10,338.61	1,298.32

If the difference in Column C for the Section 3.B.2 is positive or zero, the MOE eligibility requirement is met based on the per capita local expenditures only.

Suzan Dunbar
Contact Name

818-246-5378
Telephone Number

SELPA Program Manager
Title

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Email Address

SELPA: (??)

Object Code	Description	Adjustments*	Total
TOTAL PROJECTED EXPENDITURES - All Sources			
1000-1999	Certificated Salaries		0.00
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
	Total Indirect Costs	0.00	0.00
	TOTAL COSTS	0.00	0.00
PROJECTED EXPENDITURES - State and Local Sources			
1000-1999	Certificated Salaries		0.00
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
	Total Indirect Costs	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources		0.00
	TOTAL COSTS	0.00	0.00

SELPA: (??)

Object Code	Description	Adjustments*	Total
PROJECTED EXPENDITURES - Local Sources			
1000-1999	Certificated Salaries		0.00
2000-2999	Classified Salaries		0.00
3000-3999	Employee Benefits		0.00
4000-4999	Books and Supplies		0.00
5000-5999	Services and Other Operating Expenditures		0.00
6000-6999	Capital Outlay		0.00
7130	State Special Schools		0.00
7430-7439	Debt Service		0.00
	Total Direct Costs	0.00	0.00
7310	Transfers of Indirect Costs		0.00
7350	Transfers of Indirect Costs - Interfund		0.00
	Total Indirect Costs	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources (From PROJECTED EXPENDITURES - State and Local Sources section)		0.00
8980	Contributions from Unrestricted Revenues to State Resources		0.00
	TOTAL COSTS	0.00	0.00
UNDUPLICATED PUPIL COUNT			0

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

Description	Direct Costs - Interfund Transfers In 5750	Direct Costs - Interfund Transfers Out 5750	Indirect Costs - Interfund Transfers In 7350	Indirect Costs - Interfund Transfers Out 7350	Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
01I GENERAL FUND								
Expenditure Detail	0.00	(211,368.00)	0.00	(895,467.00)				
Other Sources/Uses Detail					0.00	1,403,370.00		
Fund Reconciliation								
09I CHARTER SCHOOLS SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
10I SPECIAL EDUCATION PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
11I ADULT EDUCATION FUND								
Expenditure Detail	5,500.00	0.00	212,584.00	0.00				
Other Sources/Uses Detail					192,972.00	0.00		
Fund Reconciliation								
12I CHILD DEVELOPMENT FUND								
Expenditure Detail	124,307.00	0.00	477,695.00	0.00				
Other Sources/Uses Detail					810,398.00	0.00		
Fund Reconciliation								
13I CAFETERIA SPECIAL REVENUE FUND								
Expenditure Detail	81,561.00	0.00	205,188.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
14I DEFERRED MAINTENANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					400,000.00	0.00		
Fund Reconciliation								
15I PUPIL TRANSPORTATION EQUIPMENT FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
17I SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
18I SCHOOL BUS EMISSIONS REDUCTION FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
19I FOUNDATION SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation								
20I SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
21I BUILDING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
25I CAPITAL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
30I STATE SCHOOL BUILDING LEASE/PURCHASE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
35I COUNTY SCHOOL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
40I SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
49I CAP PROJ FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
51I BOND INTEREST AND REDEMPTION FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
52I DEBT SVC FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
53I TAX OVERRIDE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
56I DEBT SERVICE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
57I FOUNDATION PERMANENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation								
61I CAFETERIA ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								

Description	Direct Costs - Interfund Transfers In 5750	Direct Costs - Interfund Transfers Out 5750	Indirect Costs - Interfund Transfers In 7350	Indirect Costs - Interfund Transfers Out 7350	Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
62I CHARTER SCHOOLS ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
63I OTHER ENTERPRISE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
66I WAREHOUSE REVOLVING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
67I SELF-INSURANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
71I RETIREE BENEFIT FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00			
Fund Reconciliation								
73I FOUNDATION PRIVATE-PURPOSE TRUST FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00			
Fund Reconciliation								
76I WARRANT/PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
95I STUDENT BODY FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
TOTALS	211,368.00	(211,368.00)	895,467.00	(895,467.00)	1,403,370.00	1,403,370.00		

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2020-21 Projection (C)	% Change (Cols. E-C/C) (D)	2021-22 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	138,545,355.00	1.61%	140,781,425.00	2.60%	144,438,373.00
2. Federal Revenues	8100-8299	0.00	0.00%	0.00	0.00%	0.00
3. Other State Revenues	8300-8599	4,253,802.00	-31.45%	2,916,081.00	0.00%	2,916,081.00
4. Other Local Revenues	8600-8799	804,308.00	-35.14%	521,713.00	0.00%	521,713.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%		0.00%	
b. Other Sources	8930-8979	0.00	0.00%		0.00%	
c. Contributions	8980-8999	(24,900,397.00)	2.80%	(25,598,123.00)	1.77%	(26,051,691.00)
6. Total (Sum lines A1 thru A5c)		118,703,068.00	-0.07%	118,621,096.00	2.70%	121,824,476.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				62,270,124.00		63,180,890.00
b. Step & Column Adjustment				910,766.00		1,257,111.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	62,270,124.00	1.46%	63,180,890.00	1.99%	64,438,001.00
2. Classified Salaries						
a. Base Salaries				16,752,364.00		17,089,183.00
b. Step & Column Adjustment				336,819.00		635,236.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	16,752,364.00	2.01%	17,089,183.00	3.72%	17,724,419.00
3. Employee Benefits	3000-3999	28,390,088.00	7.97%	30,652,179.00	4.00%	31,878,473.00
4. Books and Supplies	4000-4999	1,835,436.00	-28.90%	1,304,977.00	2.89%	1,342,691.00
5. Services and Other Operating Expenditures	5000-5999	9,529,654.00	6.49%	10,148,150.00	1.53%	10,303,746.00
6. Capital Outlay	6000-6999	91,369.00	-100.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,512,200.00	-8.25%	1,387,390.00	-7.99%	1,276,519.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(1,583,974.00)	0.00%	(1,583,974.00)	7.00%	(1,694,845.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	1,403,370.00	-19.63%	1,127,875.00	-22.06%	879,054.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)				(3,844,105.00)		(5,445,867.00)
11. Total (Sum lines B1 thru B10)		120,200,631.00	-0.61%	119,462,565.00	1.04%	120,702,191.00
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)		(1,497,563.00)		(841,469.00)		1,122,285.00
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01I, line F1e)		7,945,081.68		6,447,518.68		5,606,049.68
2. Ending Fund Balance (Sum lines C and D1)		6,447,518.68		5,606,049.68		6,728,334.68
3. Components of Ending Fund Balance (Form 01I)						
a. Nonspendable	9710-9719	100,060.00		100,060.00		100,060.00
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760	0.00		390,000.00		662,028.00
d. Assigned	9780	390,000.00				
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	5,957,458.68		5,115,989.68		5,966,246.68
2. Unassigned/Unappropriated	9790	0.00		0.00		0.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		6,447,518.68		5,606,049.68		6,728,334.68

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2020-21 Projection (C)	% Change (Cols. E-C/C) (D)	2021-22 Projection (E)
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	5,957,458.68		5,115,989.68		5,966,246.68
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		
b. Reserve for Economic Uncertainties	9789	0.00				
c. Unassigned/Unappropriated	9790	0.00				
3. Total Available Reserves (Sum lines E1a thru E2c)		5,957,458.68		5,115,989.68		5,966,246.68

F. ASSUMPTIONS

Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.

Please see attached assumptions

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2020-21 Projection (C)	% Change (Cols. E-C/C) (D)	2021-22 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	0.00	0.00%	0.00	0.00%	0.00
2. Federal Revenues	8100-8299	6,124,072.00	0.00%	6,124,072.00	0.00%	6,124,072.00
3. Other State Revenues	8300-8599	12,956,748.00	4.29%	13,512,460.00	0.00%	13,512,460.00
4. Other Local Revenues	8600-8799	7,023,387.00	-2.50%	6,848,001.00	-1.53%	6,743,419.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	24,900,397.00	2.80%	25,598,123.00	1.77%	26,051,691.00
6. Total (Sum lines A1 thru A5c)		51,004,604.00	2.11%	52,082,656.00	0.67%	52,431,642.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				13,132,588.00		13,195,186.00
b. Step & Column Adjustment				62,598.00		330,566.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	13,132,588.00	0.48%	13,195,186.00	2.51%	13,525,752.00
2. Classified Salaries						
a. Base Salaries				11,749,482.00		11,592,041.00
b. Step & Column Adjustment				(157,441.00)		661,700.00
c. Cost-of-Living Adjustment						
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	11,749,482.00	-1.34%	11,592,041.00	5.71%	12,253,741.00
3. Employee Benefits	3000-3999	9,330,592.00	6.23%	9,912,088.00	7.07%	10,612,556.00
4. Books and Supplies	4000-4999	7,957,346.00	-51.23%	3,880,686.00	-16.94%	3,223,390.00
5. Services and Other Operating Expenditures	5000-5999	10,112,599.00	3.92%	10,509,311.00	2.89%	10,813,030.00
6. Capital Outlay	6000-6999	224,234.00	-100.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,284,375.00	1.18%	1,299,499.00	4.66%	1,359,999.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	688,507.00	-1.00%	681,599.00	-5.64%	643,174.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		54,479,723.00	-6.26%	51,070,410.00	2.67%	52,431,642.00
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)		(3,475,119.00)		1,012,246.00		0.00
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01I, line F1e)		3,972,621.07		497,502.07		1,509,748.07
2. Ending Fund Balance (Sum lines C and D1)		497,502.07		1,509,748.07		1,509,748.07
3. Components of Ending Fund Balance (Form 01I)						
a. Nonspendable	9710-9719	0.00				
b. Restricted	9740	497,506.14		1,509,748.07		1,509,748.07
c. Committed						
1. Stabilization Arrangements	9750					
2. Other Commitments	9760					
d. Assigned	9780					
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789					
2. Unassigned/Unappropriated	9790	(4.07)		0.00		0.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		497,502.07		1,509,748.07		1,509,748.07

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2020-21 Projection (C)	% Change (Cols. E-C/C) (D)	2021-22 Projection (E)
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated Amount	9790					
(Enter current year reserve projections in Column A, and other reserve projections in Columns C and E for subsequent years 1 and 2)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves (Sum lines E1a thru E2c)						

F. ASSUMPTIONS

Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2020-21 Projection (C)	% Change (Cols. E-C/C) (D)	2021-22 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	138,545,355.00	1.61%	140,781,425.00	2.60%	144,438,373.00
2. Federal Revenues	8100-8299	6,124,072.00	0.00%	6,124,072.00	0.00%	6,124,072.00
3. Other State Revenues	8300-8599	17,210,550.00	-4.54%	16,428,541.00	0.00%	16,428,541.00
4. Other Local Revenues	8600-8799	7,827,695.00	-5.85%	7,369,714.00	-1.42%	7,265,132.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		169,707,672.00	0.59%	170,703,752.00	2.08%	174,256,118.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				75,402,712.00		76,376,076.00
b. Step & Column Adjustment				973,364.00		1,587,677.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	75,402,712.00	1.29%	76,376,076.00	2.08%	77,963,753.00
2. Classified Salaries						
a. Base Salaries				28,501,846.00		28,681,224.00
b. Step & Column Adjustment				179,378.00		1,296,936.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	28,501,846.00	0.63%	28,681,224.00	4.52%	29,978,160.00
3. Employee Benefits	3000-3999	37,720,680.00	7.54%	40,564,267.00	4.75%	42,491,029.00
4. Books and Supplies	4000-4999	9,792,782.00	-47.05%	5,185,663.00	-11.95%	4,566,081.00
5. Services and Other Operating Expenditures	5000-5999	19,642,253.00	5.17%	20,657,461.00	2.22%	21,116,776.00
6. Capital Outlay	6000-6999	315,603.00	-100.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	2,796,575.00	-3.92%	2,686,889.00	-1.87%	2,636,518.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(895,467.00)	0.77%	(902,375.00)	16.54%	(1,051,671.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	1,403,370.00	-19.63%	1,127,875.00	-22.06%	879,054.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments				(3,844,105.00)		(5,445,867.00)
11. Total (Sum lines B1 thru B10)		174,680,354.00	-2.37%	170,532,975.00	1.53%	173,133,833.00
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)		(4,972,682.00)		170,777.00		1,122,285.00
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01I, line F1e)		11,917,702.75		6,945,020.75		7,115,797.75
2. Ending Fund Balance (Sum lines C and D1)		6,945,020.75		7,115,797.75		8,238,082.75
3. Components of Ending Fund Balance (Form 01I)						
a. Nonspendable	9710-9719	100,060.00		100,060.00		100,060.00
b. Restricted	9740	497,506.14		1,509,748.07		1,509,748.07
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		390,000.00		662,028.00
d. Assigned	9780	390,000.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	5,957,458.68		5,115,989.68		5,966,246.68
2. Unassigned/Unappropriated	9790	(4.07)		0.00		0.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		6,945,020.75		7,115,797.75		8,238,082.75

Description	Object Codes	Projected Year Totals (Form 01I) (A)	% Change (Cols. C-A/A) (B)	2020-21 Projection (C)	% Change (Cols. E-C/C) (D)	2021-22 Projection (E)
E. AVAILABLE RESERVES (Unrestricted except as noted)						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	5,957,458.68		5,115,989.68		5,966,246.68
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
d. Negative Restricted Ending Balances						
(Negative resources 2000-9999)	979Z	(4.07)		0.00		0.00
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1 thru E2c)		5,957,454.61		5,115,989.68		5,966,246.68
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		3.41%		3.00%		3.45%
F. RECOMMENDED RESERVES						
1. Special Education Pass-through Exclusions						
For districts that serve as the administrative unit (AU) of a						
special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation						
the pass-through funds distributed to SELPA members?	No					
b. If you are the SELPA AU and are excluding special						
education pass-through funds:						
1. Enter the name(s) of the SELPA(s):						
2. Special education pass-through funds						
(Column A: Fund 10, resources 3300-3499 and 6500-6540,						
objects 7211-7213 and 7221-7223; enter projections for						
subsequent years 1 and 2 in Columns C and E)		0.00		0.00		0.00
2. District ADA						
Used to determine the reserve standard percentage level on line F3d						
(Col. A: Form AI, Estimated P-2 ADA column, Lines A4 and C4; enter projections)		14,606.35		14,585.40		14,585.40
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		174,680,354.00		170,532,975.00		173,133,833.00
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		174,680,354.00		170,532,975.00		173,133,833.00
d. Reserve Standard Percentage Level						
(Refer to Form 01CSI, Criterion 10 for calculation details)		3%		3%		3%
e. Reserve Standard - By Percent (Line F3c times F3d)		5,240,410.62		5,115,989.25		5,194,014.99
f. Reserve Standard - By Amount						
(Refer to Form 01CSI, Criterion 10 for calculation details)		0.00		0.00		0.00
g. Reserve Standard (Greater of Line F3e or F3f)		5,240,410.62		5,115,989.25		5,194,014.99
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		YES		YES

Provide methodology and assumptions used to estimate ADA, enrollment, revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments).

Deviations from the standards must be explained and may affect the interim certification.

CRITERIA AND STANDARDS

1. CRITERION: Average Daily Attendance

STANDARD: Funded average daily attendance (ADA) for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since first interim projections.

District's ADA Standard Percentage Range: **-2.0% to +2.0%**

1A. Calculating the District's ADA Variances

DATA ENTRY: First Interim data that exist will be extracted into the first column, otherwise, enter data for all fiscal years. Second Interim Projected Year Totals data that exist for the current year will be extracted; otherwise, enter data for all fiscal years. Enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for all fiscal years.

Estimated Funded ADA

Fiscal Year	First Interim Projected Year Totals (Form 01CSI, Item 1A)	Second Interim Projected Year Totals (Form AI, Lines A4 and C4)	Percent Change	Status
Current Year (2019-20)				
District Regular	14,662.87	14,662.87		
Charter School	0.00	0.00		
Total ADA	**14,662.87**	**14,662.87**	**0.0%**	**Met**
1st Subsequent Year (2020-21)				
District Regular	14,585.40	14,585.40		
Charter School				
Total ADA	**14,585.40**	**14,585.40**	**0.0%**	**Met**
2nd Subsequent Year (2021-22)				
District Regular	14,585.40	14,585.40		
Charter School				
Total ADA	**14,585.40**	**14,585.40**	**0.0%**	**Met**

1B. Comparison of District ADA to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Funded ADA has not changed since first interim projections by more than two percent in any of the current year or two subsequent fiscal years.

Explanation:
(required if NOT met)

2. CRITERION: Enrollment

STANDARD: Projected enrollment for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since first interim projections.

District's Enrollment Standard Percentage Range: **-2.0% to +2.0%**

2A. Calculating the District's Enrollment Variances

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column for all fiscal years. Enter data in the second column for all fiscal years. Enter district regular enrollment and charter school enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

	Enrollment			
Fiscal Year	First Interim (Form 01CSI, Item 2A)	Second Interim CBEDS/Projected	Percent Change	Status
Current Year (2019-20)				
District Regular	15,121	15,121		
Charter School				
Total Enrollment	**15,121**	**15,121**	**0.0%**	**Met**
1st Subsequent Year (2020-21)				
District Regular	15,121	15,121		
Charter School				
Total Enrollment	**15,121**	**15,121**	**0.0%**	**Met**
2nd Subsequent Year (2021-22)				
District Regular	15,121	15,121		
Charter School				
Total Enrollment	**15,121**	**15,121**	**0.0%**	**Met**

2B. Comparison of District Enrollment to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Enrollment projections have not changed since first interim projections by more than two percent for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

3. CRITERION: ADA to Enrollment

STANDARD: Projected second period (P-2) average daily attendance (ADA) to enrollment ratio for any of the current fiscal year or two subsequent fiscal years has not increased from the historical average ratio from the three prior fiscal years by more than one half of one percent (0.5%).

3A. Calculating the District's ADA to Enrollment Standard

DATA ENTRY: Unaudited Actuals data that exist will be extracted into the P-2 ADA column for the First Prior Year; otherwise, enter First Prior Year data. P-2 ADA for the second and third prior years are preloaded. First Interim data that exist will be extracted into the Enrollment column; otherwise, enter Enrollment data for all fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	P-2 ADA Unaudited Actuals (Form A, Lines A4 and C4)	Enrollment CBEDS Actual (Form 01CSI, Item 3A)	Historical Ratio of ADA to Enrollment
Third Prior Year (2016-17)			
District Regular	14,657	15,121	
Charter School			
Total ADA/Enrollment	**14,657**	**15,121**	**96.9%**
Second Prior Year (2017-18)			
District Regular	14,629	15,121	
Charter School			
Total ADA/Enrollment	**14,629**	**15,121**	**96.7%**
First Prior Year (2018-19)			
District Regular	14,543	15,121	
Charter School	0		
Total ADA/Enrollment	**14,543**	**15,121**	**96.2%**
		Historical Average Ratio:	96.6%
		District's ADA to Enrollment Standard (historical average ratio plus 0.5%):	**97.1%**

3B. Calculating the District's Projected Ratio of ADA to Enrollment

DATA ENTRY: Estimated P-2 ADA will be extracted into the first column for the Current Year; enter data in the first column for the subsequent fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years. All other data are extracted.

Fiscal Year	Estimated P-2 ADA (Form AI, Lines A4 and C4)	Enrollment CBEDS/Projected (Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
Current Year (2019-20)				
District Regular	14,606	15,121		
Charter School	0			
Total ADA/Enrollment	**14,606**	**15,121**	**96.6%**	**Met**
1st Subsequent Year (2020-21)				
District Regular	14,606	15,121		
Charter School				
Total ADA/Enrollment	**14,606**	**15,121**	**96.6%**	**Met**
2nd Subsequent Year (2021-22)				
District Regular	14,606	15,121		
Charter School				
Total ADA/Enrollment	**14,606**	**15,121**	**96.6%**	**Met**

3C. Comparison of District ADA to Enrollment Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected P-2 ADA to enrollment ratio has not exceeded the standard for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

4. CRITERION: LCFF Revenue

STANDARD: Projected LCFF revenue for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since first interim projections.

District's LCFF Revenue Standard Percentage Range: **-2.0% to +2.0%**

4A. Calculating the District's Projected Change in LCFF Revenue

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. In the Second Interim column, Current Year data are extracted; enter data for the two subsequent years.

Fiscal Year	LCFF Revenue (Fund 01, Objects 8011, 8012, 8020-8089) First Interim (Form 01CSI, Item 4A)	Second Interim Projected Year Totals	Percent Change	Status
Current Year (2019-20)	138,545,355.00	138,545,355.00	0.0%	Met
1st Subsequent Year (2020-21)	141,757,211.00	140,781,425.00	-0.7%	Met
2nd Subsequent Year (2021-22)	145,561,698.00	144,438,373.00	-0.8%	Met

4B. Comparison of District LCFF Revenue to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - LCFF revenue has not changed since first interim projections by more than two percent for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

5. CRITERION: Salaries and Benefits

STANDARD: Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the current fiscal year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the district's required reserves percentage.

5A. Calculating the District's Historical Average Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: Unaudited Actuals data that exist for the First Prior Year will be extracted; otherwise, enter data for the First Prior Year. Unaudited Actuals data for the second and third prior years are preloaded.

Fiscal Year	Unaudited Actuals - Unrestricted (Resources 0000-1999) Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures
Third Prior Year (2016-17)	104,671,824.61	116,391,840.90	89.9%
Second Prior Year (2017-18)	103,184,999.37	114,229,060.83	90.3%
First Prior Year (2018-19)	107,598,682.42	119,444,921.80	90.1%
		Historical Average Ratio:	90.1%

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
District's Reserve Standard Percentage (Criterion 10B, Line 4)	3.0%	3.0%	3.0%
District's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the district's reserve standard percentage):	**87.1% to 93.1%**	**87.1% to 93.1%**	**87.1% to 93.1%**

5B. Calculating the District's Projected Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: If Form MYPI exists, Projected Year Totals data for the two subsequent years will be extracted; if not, enter Projected Year Totals data. Projected Year Totals data for Current Year are extracted.

Fiscal Year	Projected Year Totals - Unrestricted (Resources 0000-1999) Salaries and Benefits (Form 01I, Objects 1000-3999) (Form MYPI, Lines B1-B3)	Total Expenditures (Form 01I, Objects 1000-7499) (Form MYPI, Lines B1-B8, B10)	Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures	Status
Current Year (2019-20)	107,412,576.00	118,797,261.00	90.4%	Met
1st Subsequent Year (2020-21)	110,922,252.00	118,334,690.00	93.7%	Not Met
2nd Subsequent Year (2021-22)	114,040,893.00	119,823,137.00	95.2%	Not Met

5C. Comparison of District Salaries and Benefits Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - Projected ratio of unrestricted salary and benefit costs to total unrestricted expenditures has changed by more than the standard in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting salaries and benefits.

Explanation:
(required if NOT met)

STRS and PERS continue to rise - increases in 2020-21 $1.347M and 2021-22 $178K. One-time Health and welfare rebate received in 2019-20 reduced expenses by $318K. In 2020-21 & 2021-22 Music teachers were moved back to GF from Gifts $283K, Positions vacant in 19-20 were added back to 20-21 $319K and 3 teacher positions added to 2020-21 & 2021-22 $249K

6. CRITERION: Other Revenues and Expenditures

STANDARD: Projected operating revenues (including federal, other state and other local) or expenditures (including books and supplies, and services and other operating), for any of the current fiscal year or two subsequent fiscal years, have not changed by more than five percent since first interim projections.

Changes that exceed five percent in any major object category must be explained.

District's Other Revenues and Expenditures Standard Percentage Range:	**-5.0% to +5.0%**
District's Other Revenues and Expenditures Explanation Percentage Range:	**-5.0% to +5.0%**

6A. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. Second Interim data for the Current Year are extracted. If Second Interim Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column.

Explanations must be entered for each category if the percent change for any year exceeds the district's explanation percentage range.

Federal Revenue (Fund 01, Objects 8100-8299) (Form MYPI, Line A2)

Object Range / Fiscal Year	First Interim Projected Year Totals (Form 01CSI, Item 6A)	Second Interim Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
Current Year (2019-20)	6,113,655.00	6,124,072.00	0.2%	No
1st Subsequent Year (2020-21)	6,113,655.00	6,124,072.00	0.2%	No
2nd Subsequent Year (2021-22)	6,113,655.00	6,124,072.00	0.2%	No

Explanation: (required if Yes)

Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)

Current Year (2019-20)	16,576,067.00	17,210,550.00	3.8%	No
1st Subsequent Year (2020-21)	14,284,306.00	16,428,541.00	15.0%	Yes
2nd Subsequent Year (2021-22)	14,284,306.00	16,428,541.00	15.0%	Yes

Explanation: (required if Yes)
In 2020-21 & 2021-22 will be receiving additional AB602 funds of $1.5M.

Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)

Current Year (2019-20)	7,087,431.00	7,827,695.00	10.4%	Yes
1st Subsequent Year (2020-21)	6,623,708.00	7,369,714.00	11.3%	Yes
2nd Subsequent Year (2021-22)	6,519,126.00	7,265,132.00	11.4%	Yes

Explanation: (required if Yes)
Local revenue is comprised of gifts, donations and local grants. The District uses a zero based budgeting model for these revenues. Therefore, budgeted revenues increase as gifts and donations are recieved throughout the year.

Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)

Current Year (2019-20)	9,584,335.00	9,792,782.00	2.2%	No
1st Subsequent Year (2020-21)	4,937,170.00	5,185,663.00	5.0%	No
2nd Subsequent Year (2021-22)	3,526,029.00	4,566,081.00	29.5%	Yes

Explanation: (required if Yes)
With Salary increases due to step and column as well as STRS and PERS increases and health and welfare increases within restricted fund programs, we have to reduce materials and supplies expenses.

Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYPI, Line B5)

Current Year (2019-20)	18,985,894.00	19,642,253.00	3.5%	No
1st Subsequent Year (2020-21)	19,676,534.00	20,657,461.00	5.0%	No
2nd Subsequent Year (2021-22)	20,168,081.00	21,116,776.00	4.7%	No

Explanation: (required if Yes)

6B. Calculating the District's Change in Total Operating Revenues and Expenditures

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	First Interim Projected Year Totals	Second Interim Projected Year Totals	Percent Change	Status
Total Federal, Other State, and Other Local Revenue (Section 6A)				
Current Year (2019-20)	29,777,153.00	31,162,317.00	4.7%	Met
1st Subsequent Year (2020-21)	27,021,669.00	29,922,327.00	10.7%	Not Met
2nd Subsequent Year (2021-22)	26,917,087.00	29,817,745.00	10.8%	Not Met
Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)				
Current Year (2019-20)	28,570,229.00	29,435,035.00	3.0%	Met
1st Subsequent Year (2020-21)	24,613,704.00	25,843,124.00	5.0%	Met
2nd Subsequent Year (2021-22)	23,694,110.00	25,682,857.00	8.4%	Not Met

6C. Comparison of District Total Operating Revenues and Expenditures to the Standard Percentage Range

DATA ENTRY: Explanations are linked from Section 6A if the status in Section 6B is Not Met; no entry is allowed below.

1a. STANDARD NOT MET - One or more projected operating revenue have changed since first interim projections by more than the standard in one or more of the current year or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

Explanation: Federal Revenue (linked from 6A if NOT met)

Explanation: Other State Revenue (linked from 6A if NOT met)

In 2020-21 & 2021-22 will be receiving additional AB602 funds of $1.5M.

Explanation: Other Local Revenue (linked from 6A if NOT met)

Local revenue is comprised of gifts, donations and local grants. The District uses a zero based budgeting model for these revenues. Therefore, budgeted revenues increase as gifts and donations are recieved throughout the year.

1b. STANDARD NOT MET - One or more total operating expenditures have changed since first interim projections by more than the standard in one or more of the current year or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

Explanation: Books and Supplies (linked from 6A if NOT met)

With Salary increases due to step and column as well as STRS and PERS increases and health and welfare increases within restricted fund programs, we have to reduce materials and supplies expenses.

Explanation: Services and Other Exps (linked from 6A if NOT met)

7. CRITERION: Facilities Maintenance

STANDARD: Identify changes that have occurred since first interim projections in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the district is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

NOTE: EC Section 17070.75 requires the district to deposit into the account a minimum amount equal to or greater than three percent of the total general fund expenditures and other financing uses for that fiscal year.

DATA ENTRY: Enter the Required Minimum Contribution if First Interim data does not exist. First Interim data that exist will be extracted; otherwise, enter First Interim data into lines 1, if applicable, and 2. All other data are extracted.

		Required Minimum Contribution	Second Interim Contribution Projected Year Totals (Fund 01, Resource 8150, Objects 8900-8999)	Status
1.	OMMA/RMA Contribution	4,896,241.00	4,896,241.00	Met
2.	First Interim Contribution (information only) (Form 01CSI, First Interim, Criterion 7, Line 1)		4,896,241.00	

If status is not met, enter an X in the box that best describes why the minimum required contribution was not made:

	Not applicable (district does not participate in the Leroy F. Greene School Facilities Act of 1998)
	Exempt (due to district's small size [EC Section 17070.75 (b)(2)(E)])
	Other (explanation must be provided)

Explanation:
(required if NOT met and Other is marked)

8. CRITERION: Deficit Spending

STANDARD: Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the district's available reserves[1] as a percentage of total expenditures and other financing uses[2] in any of the current fiscal year or two subsequent fiscal years.

[1]Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

[2]A school district that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

8A. Calculating the District's Deficit Spending Standard Percentage Levels

DATA ENTRY: All data are extracted or calculated.

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
District's Available Reserve Percentages (Criterion 10C, Line 9)	3.4%	3.0%	3.5%
District's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):	**1.1%**	**1.0%**	**1.2%**

8B. Calculating the District's Deficit Spending Percentages

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

Fiscal Year	Projected Year Totals: Net Change in Unrestricted Fund Balance (Form 01I, Section E) (Form MYPI, Line C)	Projected Year Totals: Total Unrestricted Expenditures and Other Financing Uses (Form 01I, Objects 1000-7999) (Form MYPI, Line B11)	Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
Current Year (2019-20)	(1,497,563.00)	120,200,631.00	1.2%	Not Met
1st Subsequent Year (2020-21)	(841,469.00)	119,462,565.00	0.7%	Met
2nd Subsequent Year (2021-22)	1,122,285.00	120,702,191.00	N/A	Met

8C. Comparison of District Deficit Spending to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - Unrestricted deficit spending has exceeded the standard percentage level in any of the current year or two subsequent fiscal years. Provide reasons for the deficit spending, a description of the methods and assumptions used in balancing the unrestricted budget, and what changes will be made to ensure that the budget deficits are eliminated or are balanced within the standard.

Explanation:
(required if NOT met)

The District is aware of it's deficit spending and has put together a budget balancing plan in order to off set the deficit. In additiona to this plan, the District is also experiencing rising Special Education costs while also handling the rising cost of STRS and PERS obligation. The plan fromthe District is to continue to use reserves to meet it's financial obligations while bringing to the board it's fiscal solvency plan for the out years for approval.

9. CRITERION: Fund and Cash Balances

A. FUND BALANCE STANDARD: Projected general fund balance will be positive at the end of the current fiscal year and two subsequent fiscal years.

9A-1. Determining if the District's General Fund Ending Balance is Positive

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years.

Fiscal Year	Ending Fund Balance General Fund Projected Year Totals (Form 01I, Line F2) (Form MYPI, Line D2)	Status
Current Year (2019-20)	6,945,020.75	Met
1st Subsequent Year (2020-21)	7,115,797.75	Met
2nd Subsequent Year (2021-22)	8,238,082.75	Met

9A-2. Comparison of the District's Ending Fund Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund ending balance is positive for the current fiscal year and two subsequent fiscal years.

Explanation:
(required if NOT met)

B. CASH BALANCE STANDARD: Projected general fund cash balance will be positive at the end of the current fiscal year.

9B-1. Determining if the District's Ending Cash Balance is Positive

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance General Fund (Form CASH, Line F, June Column)	Status
Current Year (2019-20)	21,874,738.80	Met

9B-2. Comparison of the District's Ending Cash Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund cash balance will be positive at the end of the current fiscal year.

Explanation:
(required if NOT met)

10. CRITERION: Reserves

STANDARD: Available reserves[1] for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts[2] as applied to total expenditures and other financing uses[3]:

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, 1st and 2nd Subsequent Year data will be extracted. If not, enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the two subsequent years.

Percentage Level	District ADA		
5% or $69,000 (greater of)	0	to	300
4% or $69,000 (greater of)	301	to	1,000
3%	1,001	to	30,000
2%	30,001	to	400,000
1%	400,001	and	over

[1] Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

[2] Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238), rounded to the nearest thousand.

[3] A school district that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
District Estimated P-2 ADA (Current Year, Form AI, Lines A4 and C4. Subsequent Years, Form MYPI, Line F2, if available.)	14,606	14,585	14,585
District's Reserve Standard Percentage Level:	**3%**	**3%**	**3%**

10A. Calculating the District's Special Education Pass-through Exclusions (only for districts that serve as the AU of a SELPA)

DATA ENTRY: For SELPA AUs, if Form MYPI exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1 and, if Yes, enter data for item 2a and for the two subsequent years in item 2b; Current Year data are extracted.

For districts that serve as the AU of a SELPA (Form MYPI, Lines F1a, F1b1, and F1b2):

1. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members? No
2. If you are the SELPA AU and are excluding special education pass-through funds:
   a. Enter the name(s) of the SELPA(s):

	Current Year Projected Year Totals (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
b. Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)	0.00	0.00	0.00

10B. Calculating the District's Reserve Standard

DATA ENTRY: If Form MYPI exists, all data will be extracted or calculated. If not, enter data for line 1 for the two subsequent years; Current Year data are extracted.

		Current Year Projected Year Totals (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1.	Expenditures and Other Financing Uses (Form 01I, objects 1000-7999) (Form MYPI, Line B11)	174,680,354.00	170,532,975.00	173,133,833.00
2.	Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)	0.00	0.00	0.00
3.	Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	174,680,354.00	170,532,975.00	173,133,833.00
4.	Reserve Standard Percentage Level	3%	3%	3%
5.	Reserve Standard - by Percent (Line B3 times Line B4)	5,240,410.62	5,115,989.25	5,194,014.99
6.	Reserve Standard - by Amount ($69,000 for districts with less than 1,001 ADA, else 0)	0.00	0.00	0.00
7.	**District's Reserve Standard (Greater of Line B5 or Line B6)**	**5,240,410.62**	**5,115,989.25**	**5,194,014.99**

10C. Calculating the District's Available Reserve Amount

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

Reserve Amounts (Unrestricted resources 0000-1999 except Line 4)	Current Year Projected Year Totals (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00		
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	5,957,458.68	5,115,989.68	5,966,246.68
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	0.00	0.00	0.00
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)	(4.07)	0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00	0.00	
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00		
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00		
8. District's Available Reserve Amount (Lines C1 thru C7)	5,957,454.61	5,115,989.68	5,966,246.68
9. District's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	3.41%	3.00%	3.45%
District's Reserve Standard (Section 10B, Line 7):	**5,240,410.62**	**5,115,989.25**	**5,194,014.99**
Status:	Met	Met	Met

10D. Comparison of District Reserve Amount to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Available reserves have met the standard for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

SUPPLEMENTAL INFORMATION

DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

S1. Contingent Liabilities

1a. Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since first interim projections that may impact the budget? No

1b. If Yes, identify the liabilities and how they may impact the budget:

S2. Use of One-time Revenues for Ongoing Expenditures

1a. Does your district have ongoing general fund expenditures funded with one-time revenues that have changed since first interim projections by more than five percent? No

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

S3. Temporary Interfund Borrowings

1a. Does your district have projected temporary borrowings between funds? (Refer to Education Code Section 42603) No

1b. If Yes, identify the interfund borrowings:

S4. Contingent Revenues

1a. Does your district have projected revenues for the current fiscal year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)? No

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

S5. Contributions

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than $20,000 and more than five percent since first interim projections.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if transfers have changed by more than $20,000 and more than five percent since first interim projections.

Identify capital project cost overruns that have occurred since first interim projections that may impact the general fund budget.

District's Contributions and Transfers Standard: **-5.0% to +5.0% or -$20,000 to +$20,000**

S5A. Identification of the District's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. For Contributions, the Second Interim's Current Year data will be extracted. Enter Second Interim Contributions for the 1st and 2nd Subsequent Years. For Transfers In and Transfers Out, if Form MYP exists, the data will be extracted into the Second Interim column for the Current Year, and 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data in the Current Year, and 1st and 2nd Subsequent Years. Click on the appropriate button for Item 1d; all other data will be calculated.

Description / Fiscal Year	First Interim (Form 01CSI, Item S5A)	Second Interim Projected Year Totals	Percent Change	Amount of Change	Status
1a. **Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)**					
Current Year (2019-20)	(25,143,366.00)	(24,900,397.00)	-1.0%	(242,969.00)	Met
1st Subsequent Year (2020-21)	(26,038,732.00)	(25,598,123.00)	-1.7%	(440,609.00)	Met
2nd Subsequent Year (2021-22)	(28,566,229.00)	(26,051,691.00)	-8.8%	(2,514,538.00)	Not Met
1b. **Transfers In, General Fund ***					
Current Year (2019-20)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2020-21)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2021-22)	0.00	0.00	0.0%	0.00	Met
1c. **Transfers Out, General Fund ***					
Current Year (2019-20)	1,478,374.00	1,403,370.00	-5.1%	(75,004.00)	Not Met
1st Subsequent Year (2020-21)	1,401,741.00	1,127,875.00	-19.5%	(273,866.00)	Not Met
2nd Subsequent Year (2021-22)	1,367,636.00	879,054.00	-35.7%	(488,582.00)	Not Met

1d. **Capital Project Cost Overruns**

Have capital project cost overruns occurred since first interim projections that may impact the general fund operational budget? No

* Include transfers used to cover operating deficits in either the general fund or any other fund.

S5B. Status of the District's Projected Contributions, Transfers, and Capital Projects

DATA ENTRY: Enter an explanation if Not Met for items 1a-1c or if Yes for Item 1d.

1a. NOT MET - The projected contributions from the unrestricted general fund to restricted general fund programs have changed since first interim projections by more than the standard for any of the current year or subsequent two fiscal years. Identify restricted programs and contribution amount for each program and whether contributions are ongoing or one-time in nature. Explain the district's plan, with timeframes, for reducing or eliminating the contribution.

Explanation: (required if NOT met)

The figures entered into the C&S for 1st Interim were incorrect. They should have been as follows: 2020-21 ($25,834,889 and 2021-22 ($27,855,558). These were in the SACS MYP and were board approved. With this, we met FY2020-21. For FY2021-22 we are projecting a 4% increase to expenses which includes new SpEd preschool classroom opening.

1b. MET - Projected transfers in have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

Explanation: (required if NOT met)

1c. NOT MET - The projected transfers out of the general fund have changed since first interim projections by more than the standard for any of the current year or subsequent two fiscal years. Identify the amounts transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the district's plan, with timeframes, for reducing or eliminating the transfers.

Explanation:
(required if NOT met)

Child Development contribution was reduced for FY19-20, FY20-21 & FY21-22 by ($38k), ($237.1K) and ($451.8K) respectively. The FACTS program contribution was reduced for FY19-20, FY20-21 & FY21-22 by ($37K), ($36.7K) and ($36.7K) respectively.

1d. NO - There have been no capital project cost overruns occurring since first interim projections that may impact the general fund operational budget.

Project Information:
(required if YES)

S6. Long-term Commitments

Identify all existing and new multiyear commitments[1] and their annual required payment for the current fiscal year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also, explain how any decrease to funding sources used to pay long-term commitments will be replaced.

[1] Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

S6A. Identification of the District's Long-term Commitments

DATA ENTRY: If First Interim data exist (Form 01CSI, Item S6A), long-term commitment data will be extracted and it will only be necessary to click the appropriate button for Item 1b. Extracted data may be overwritten to update long-term commitment data in Item 2, as applicable. If no First Interim data exist, click the appropriate buttons for items 1a and 1b, and enter all other data, as applicable.

1. a. Does your district have long-term (multiyear) commitments? (If No, skip items 1b and 2 and sections S6B and S6C) — Yes

   b. If Yes to Item 1a, have new long-term (multiyear) commitments been incurred since first interim projections? — No

2. If Yes to Item 1a, list (or update) all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in Item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For: Funding Sources (Revenues)	Debt Service (Expenditures)	Principal Balance as of July 1, 2019
Capital Leases	14	01.0-00000.0-00000-00000-8699	01.0-00000.0-00000-00000-7439	16,892,769
Certificates of Participation				
General Obligation Bonds	21	51.0-00000.0-00000-00000-86xx	51.0-00000.0-00000-00000-7433	0
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				
Other Long-term Commitments (do not include OPEB):				
Sharp Copier Lease	5		01.0-00000.0-00000-00000-7439	1,307,700
TOTAL:				18,200,469

Type of Commitment (continued)	Prior Year (2018-19) Annual Payment (P & I)	Current Year (2019-20) Annual Payment (P & I)	1st Subsequent Year (2020-21) Annual Payment (P & I)	2nd Subsequent Year (2021-22) Annual Payment (P & I)
Capital Leases	1,465,231	1,321,122	807,798	679,590
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				
Other Long-term Commitments (continued):				
Sharp Copier Lease	0	261,540	261,540	261,540
Total Annual Payments:	1,465,231	1,582,662	1,069,338	941,130
Has total annual payment increased over prior year (2018-19)?		**Yes**	**No**	**No**

S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment

DATA ENTRY: Enter an explanation if Yes.

1a. Yes - Annual payments for long-term commitments have increased in one or more of the current or two subsequent fiscal years. Explain how the increase in annual payments will be funded.

Explanation:
(Required if Yes to increase in total annual payments)

The increase will be funded out of the General Fund and is included in the Second Interim Budget

S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments

DATA ENTRY: Click the appropriate Yes or No button in Item 1; if Yes, an explanation is required in Item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

No

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment.

Explanation:
(Required if Yes)

S7. Unfunded Liabilities

Identify any changes in estimates for unfunded liabilities since first interim projections, and indicate whether the changes are the result of a new actuarial valuation.

S7A. Identification of the District's Estimated Unfunded Liability for Postemployment Benefits Other Than Pensions (OPEB)

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. First Interim data that exist (Form 01CSI, Item S7A) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

1. a. Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4): No

   b. If Yes to Item 1a, have there been changes since first interim in OPEB liabilities? n/a

   c. If Yes to Item 1a, have there been changes since first interim in OPEB contributions? n/a

2. OPEB Liabilities

	First Interim (Form 01CSI, Item S7A)	Second Interim
a. Total OPEB liability	32,007,815.00	32,007,815.00
b. OPEB plan(s) fiduciary net position (if applicable)		
c. Total/Net OPEB liability (Line 2a minus Line 2b)	32,007,815.00	32,007,815.00
d. Is total OPEB liability based on the district's estimate or an actuarial valuation?	Actuarial	Actuarial
e. If based on an actuarial valuation, indicate the date of the OPEB valuation.	Jul 01, 2018	Jul 01, 2018

3. OPEB Contributions

	First Interim (Form 01CSI, Item S7A)	Second Interim
a. OPEB actuarially determined contribution (ADC) if available, per actuarial valuation or Alternative Measurement Method		
Current Year (2019-20)	3,280,900.00	3,280,900.00
1st Subsequent Year (2020-21)	3,280,900.00	3,280,900.00
2nd Subsequent Year (2021-22)	3,280,900.00	3,280,900.00
b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (Funds 01-70, objects 3701-3752)		
Current Year (2019-20)	0.00	0.00
1st Subsequent Year (2020-21)	0.00	0.00
2nd Subsequent Year (2021-22)	0.00	0.00
c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)		
Current Year (2019-20)	1,400,123.00	1,423,885.00
1st Subsequent Year (2020-21)	1,400,123.00	1,423,885.00
2nd Subsequent Year (2021-22)	1,400,123.00	1,423,885.00
d. Number of retirees receiving OPEB benefits		
Current Year (2019-20)	407	427
1st Subsequent Year (2020-21)	407	427
2nd Subsequent Year (2021-22)	407	427

4. Comments:

S7B. Identification of the District's Unfunded Liability for Self-insurance Programs

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. First Interim data that exist (Form 01CSI, Item S7B) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

1. a. Does your district operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB; which is covered in Section S7A) (If No, skip items 1b-4)

   Yes

   b. If Yes to item 1a, have there been changes since first interim in self-insurance liabilities?

   No

   c. If Yes to item 1a, have there been changes since first interim in self-insurance contributions?

   No

2. Self-Insurance Liabilities

	First Interim (Form 01CSI, Item S7B)	Second Interim
a. Accrued liability for self-insurance programs	0.00	0.00
b. Unfunded liability for self-insurance programs	0.00	0.00

3. Self-Insurance Contributions

	First Interim (Form 01CSI, Item S7B)	Second Interim
a. Required contribution (funding) for self-insurance programs		
Current Year (2019-20)	4,318,710.00	4,373,022.00
1st Subsequent Year (2020-21)	4,318,710.00	4,373,022.00
2nd Subsequent Year (2021-22)	4,318,710.00	4,373,022.00
b. Amount contributed (funded) for self-insurance programs		
Current Year (2019-20)	4,318,710.00	4,373,022.00
1st Subsequent Year (2020-21)	4,318,710.00	4,373,022.00
2nd Subsequent Year (2021-22)	4,318,710.00	4,373,022.00

4. Comments:

Workerman's comp is $3,279,028 and P&L is $1,093,994

S8. Status of Labor Agreements

Analyze the status of all employee labor agreements. Identify new labor agreements that have been ratified since first interim projections, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues and explain how these commitments will be funded in future fiscal years.

If salary and benefit negotiations are not finalized, upon settlement with certificated or classified staff:

The school district must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards and may provide written comments to the president of the district governing board and superintendent.

S8A. Cost Analysis of District's Labor Agreements - Certificated (Non-management) Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Certificated Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Certificated Labor Agreements as of the Previous Reporting Period
Were all certificated labor negotiations settled as of first interim projections? No

If Yes, complete number of FTEs, then skip to section S8B.
If No, continue with section S8A.

Certificated (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2018-19)	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Number of certificated (non-management) full-time-equivalent (FTE) positions	761.8	759.7	739.0	736.0

1a. Have any salary and benefit negotiations been settled since first interim projections? No

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.
If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.
If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled? Yes
If Yes, complete questions 6 and 7.

Negotiations Settled Since First Interim Projections

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

2b. Per Government Code Section 3547.5(b), was the collective bargaining agreement certified by the district superintendent and chief business official?
If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the collective bargaining agreement? n/a
If Yes, date of budget revision board adoption:

4. Period covered by the agreement: Begin Date: End Date:

5. Salary settlement:

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?			
One Year Agreement			
Total cost of salary settlement			
% change in salary schedule from prior year			
or			
Multiyear Agreement			
Total cost of salary settlement			
% change in salary schedule from prior year (may enter text, such as "Reopener")			

Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

6. Cost of a one percent increase in salary and statutory benefits	763,817	

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
7. Amount included for any tentative salary schedule increases	0	0	0

Certificated (Non-management) Health and Welfare (H&W) Benefits	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Are costs of H&W benefit changes included in the interim and MYPs?	Yes	Yes	Yes
2. Total cost of H&W benefits	7,624,383	7,776,871	7,932,408
3. Percent of H&W cost paid by employer	100% up to $12,000 cap	100% up to $12,000 cap	100% up to $12,000 cap
4. Percent projected change in H&W cost over prior year	2.0%	2.0%	2.0%

Certificated (Non-management) Prior Year Settlements Negotiated Since First Interim Projections

Are any new costs negotiated since first interim projections for prior year settlements included in the interim?	No		
If Yes, amount of new costs included in the interim and MYPs			

If Yes, explain the nature of the new costs:

Certificated (Non-management) Step and Column Adjustments	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Are step & column adjustments included in the interim and MYPs?	Yes	Yes	Yes
2. Cost of step & column adjustments	829,713	829,713	829,713
3. Percent change in step & column over prior year	1.6%	0.0%	0.0%

Certificated (Non-management) Attrition (layoffs and retirements)	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Are savings from attrition included in the interim and MYPs?	Yes	Yes	Yes
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?	Yes	Yes	Yes

Certificated (Non-management) - Other

List other significant contract changes that have occurred since first interim projections and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):

S8B. Cost Analysis of District's Labor Agreements - Classified (Non-management) Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Classified Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Classified Labor Agreements as of the Previous Reporting Period

Were all classified labor negotiations settled as of first interim projections? No
If Yes, complete number of FTEs, then skip to section S8C.
If No, continue with section S8B.

Classified (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2018-19)	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Number of classified (non-management) FTE positions	572.2	600.6	595.1	591.1

1a. Have any salary and benefit negotiations been settled since first interim projections? No
If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.
If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.
If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled? Yes
If Yes, complete questions 6 and 7.

Negotiations Settled Since First Interim Projections

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

2b. Per Government Code Section 3547.5(b), was the collective bargaining agreement certified by the district superintendent and chief business official?
If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the collective bargaining agreement? n/a
If Yes, date of budget revision board adoption:

4. Period covered by the agreement: Begin Date: End Date:

5. Salary settlement:

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?			
One Year Agreement			
Total cost of salary settlement			
% change in salary schedule from prior year			
or			
Multiyear Agreement			
Total cost of salary settlement			
% change in salary schedule from prior year (may enter text, such as "Reopener")			

Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

6. Cost of a one percent increase in salary and statutory benefits 292,488

	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
7. Amount included for any tentative salary schedule increases			

Classified (Non-management) Health and Welfare (H&W) Benefits	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Are costs of H&W benefit changes included in the interim and MYPs?	Yes	Yes	Yes
2. Total cost of H&W benefits	4,438,960	4,527,739	4,618,294
3. Percent of H&W cost paid by employer	100% up to $12,000 cap	100% up to $12,000 cap	100% up to $12,000 cap
4. Percent projected change in H&W cost over prior year	2.0%	2.0%	2.0%

Classified (Non-management) Prior Year Settlements Negotiated Since First Interim

Are any new costs negotiated since first interim for prior year settlements included in the interim?	No		
If Yes, amount of new costs included in the interim and MYPs			

If Yes, explain the nature of the new costs:

Classified (Non-management) Step and Column Adjustments	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Are step & column adjustments included in the interim and MYPs?	Yes	Yes	Yes
2. Cost of step & column adjustments	386,305	386,305	386,305
3. Percent change in step & column over prior year	-17.7%	0.0%	0.0%

Classified (Non-management) Attrition (layoffs and retirements)	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Are savings from attrition included in the interim and MYPs?	Yes	Yes	Yes
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?	Yes	Yes	Yes

Classified (Non-management) - Other

List other significant contract changes that have occurred since first interim and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):

S8C. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period

Were all managerial/confidential labor negotiations settled as of first interim projections? No

If Yes or n/a, complete number of FTEs, then skip to S9.
If No, continue with section S8C.

Management/Supervisor/Confidential Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2018-19)	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Number of management, supervisor, and confidential FTE positions	101.8	99.8	96.8	96.8

1a. Have any salary and benefit negotiations been settled since first interim projections? No

If Yes, complete question 2.
If No, complete questions 3 and 4.

1b. Are any salary and benefit negotiations still unsettled? No

If Yes, complete questions 3 and 4.

Negotiations Settled Since First Interim Projections

2. Salary settlement:	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?			
Total cost of salary settlement			
Change in salary schedule from prior year (may enter text, such as "Reopener")			

Negotiations Not Settled

3. Cost of a one percent increase in salary and statutory benefits: 204,223

4. Amount included for any tentative salary schedule increases	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)

Management/Supervisor/Confidential Health and Welfare (H&W) Benefits	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Are costs of H&W benefit changes included in the interim and MYPs?	Yes	Yes	Yes
2. Total cost of H&W benefits	903,820	921,896	940,334
3. Percent of H&W cost paid by employer	100% up to $12,000 cap	100% up to $12,000 cap	100% up to $12,000 cap
4. Percent projected change in H&W cost over prior year	2.0%	2.0%	2.0%

Management/Supervisor/Confidential Step and Column Adjustments	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Are step & column adjustments included in the interim and MYPs?	Yes	Yes	Yes
2. Cost of step & column adjustments	130,199	130,199	130,199
3. Percent change in step and column over prior year	8.5%	0.0%	0.0%

Management/Supervisor/Confidential Other Benefits (mileage, bonuses, etc.)	Current Year (2019-20)	1st Subsequent Year (2020-21)	2nd Subsequent Year (2021-22)
1. Are costs of other benefits included in the interim and MYPs?	No	No	No
2. Total cost of other benefits			
3. Percent change in cost of other benefits over prior year			

S9. Status of Other Funds

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

S9A. Identification of Other Funds with Negative Ending Fund Balances

DATA ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide the reports referenced in Item 1.

1. Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year? No

   If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.

2. If Yes, identify each fund, by name and number, that is projected to have a negative ending fund balance for the current fiscal year. Provide reasons for the negative balance(s) and explain the plan for how and when the problem(s) will be corrected.

ADDITIONAL FISCAL INDICATORS

The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review.

DATA ENTRY: Click the appropriate Yes or No button for items A2 through A9; Item A1 is automatically completed based on data from Criterion 9.

A1.	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund? (Data from Criterion 9B-1, Cash Balance, are used to determine Yes or No)	No
A2.	Is the system of personnel position control independent from the payroll system?	Yes
A3.	Is enrollment decreasing in both the prior and current fiscal years?	Yes
A4.	Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior or current fiscal year?	No
A5.	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	No
A6.	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	No
A7.	Is the district's financial system independent of the county office system?	No
A8.	Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education.)	No
A9.	Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?	Yes

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:
(optional)

David Jaynes retired 8/30/19. Debbie Kukta is the new Assistant Superintendent of Administrative Services.

End of School District Second Interim Criteria and Standards Review

Burbank Unified School District
2019-2020 Second Interim Budget

Dr. Matt Hill, Superintendent
Debbie Kukta, Assistant Superintendent, Administrative Services
Alyssa Low, Director, Fiscal Services
Carin Wantland, Assistant Supervisor of Budget and Finance

The Budget Cycle

Report	Description	Due
Adopted Budget	Details spending plan of district and includes estimated actual ending balances for prior fiscal year	On or before July 1
First Interim	Actual revenues & expense July 1 to October 31 with projections for remainder of current and 2 future fiscal years	On or before December 9 – LACOE is aware of our board meeting date and provided an extension.
Second Interim	Same as above but for period July 1 to January 31	On or before March 16 - LACOE is aware of our board meeting date and provided an extension.
Unaudited Actuals	Details actual ending balances, all revenues and expenditures for year ended June 30	On or before September 15

General Fund
Second Interim Revenue Adjustments

Unrestricted / Restricted Combined	2019-20 Budget Adoption	2019-20 First Interim	2019-20 Second Interim	Difference Between First and Second Interim +/(-)
LCFF	$138,940,768	$138,545,355	$138,545,355	$0
Federal	5,785,392	6,113,655	6,124,072	10,417
Other State	14,498,333	16,576,067	17,210,550	634,483
Other Local	2,580,721	7,087,431	7,827,695	740,264
Total	$161,805,214	$168,322,508	$169,707,672	$1,385,164

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First Interim to Second Interim Revenue Differences

LCFF Revenue Changes

- No changes in LCFF

Federal Revenue Changes

- Additional Title I funding

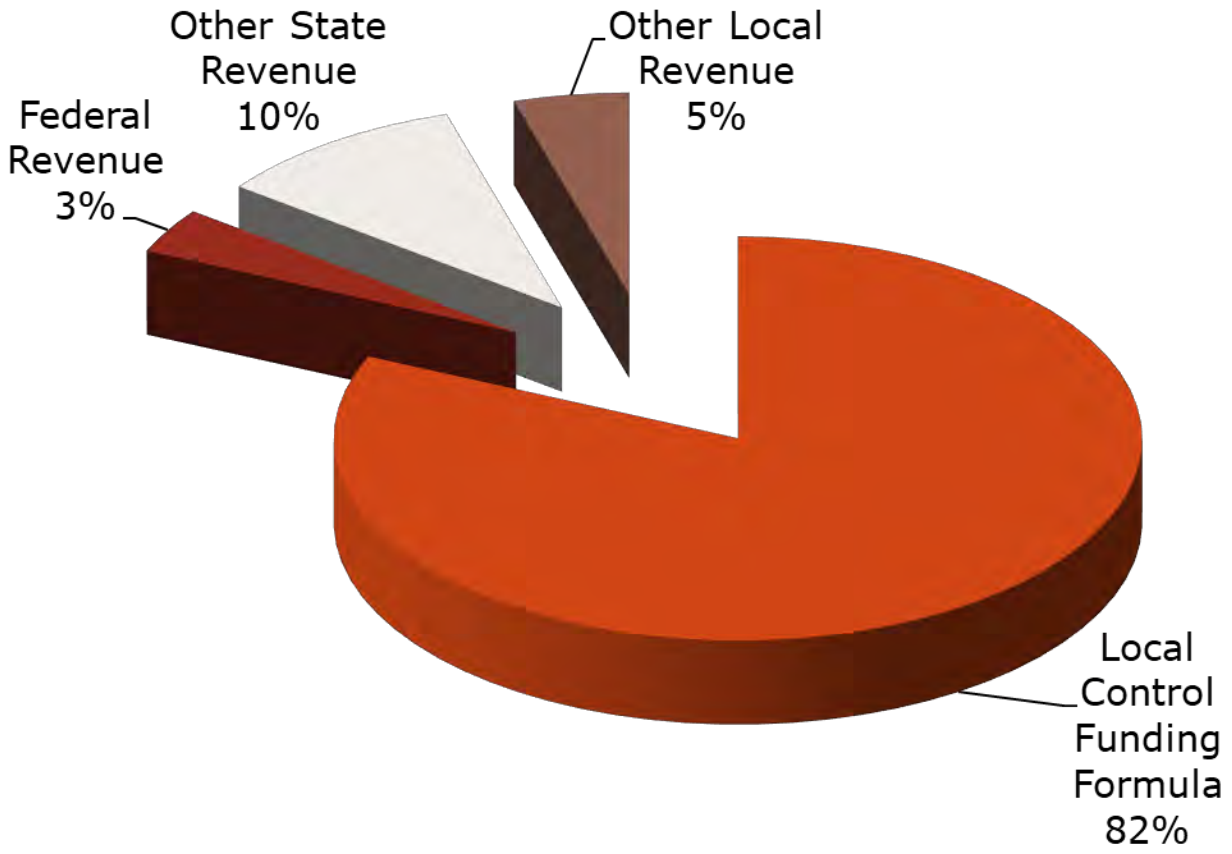
State Revenue Changes

- Adjustment to the AB602 – State Special Education Funding Formula. Receiving an additional $634,483 in ongoing SPED funding

Local Revenue Changes

- Donations and Gifts - $740,264

Second Interim Revenue Summary



General Fund Second Interim Expenditures Adjustments

Unrestricted / Restricted Combined	2019-20 Budget Adoption	2019-20 First Interim	2019-20 Second Interim	Difference Between First and Second Interim +/(-)
Certificated Salaries	$75,008,762	$75,187,220	$75,402,712	$215,492
Classified Salaries	28,118,072	28,566,987	28,501,846	(65,141)
Employee Benefits	37,989,620	37,799,395	37,720,680	(78,715)
Books/Supplies	3,291,302	9,584,340	9,792,782	208,442
Services/Operating	15,614,550	18,985,894	19,642,253	656,359
Capital Outlay	186,875	276,936	315,603	38,667
Other Outgo	2,811,487	3,063,591	2,796,575	(267,016)
Indirect	(896,690)	($911,039)	(895,467)	15,572
Other Adjustments				
Total:	**$162,123,978**	**$172,553,324**	**$173,276,984**	**$723,6(**

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Second Interim Expenditure Differences

Certificated Salaries

- Step and Column increases
- Additional hours, Sub Time and 0.5 FTE

Classified Salaries

- Decrease due to vacancies

Benefits

- Changes with Step and Column increases
- STRS/PERS increases
- Health and Welfare changes

Materials and Supplies

- Expenditures to match gifts and donations revenue

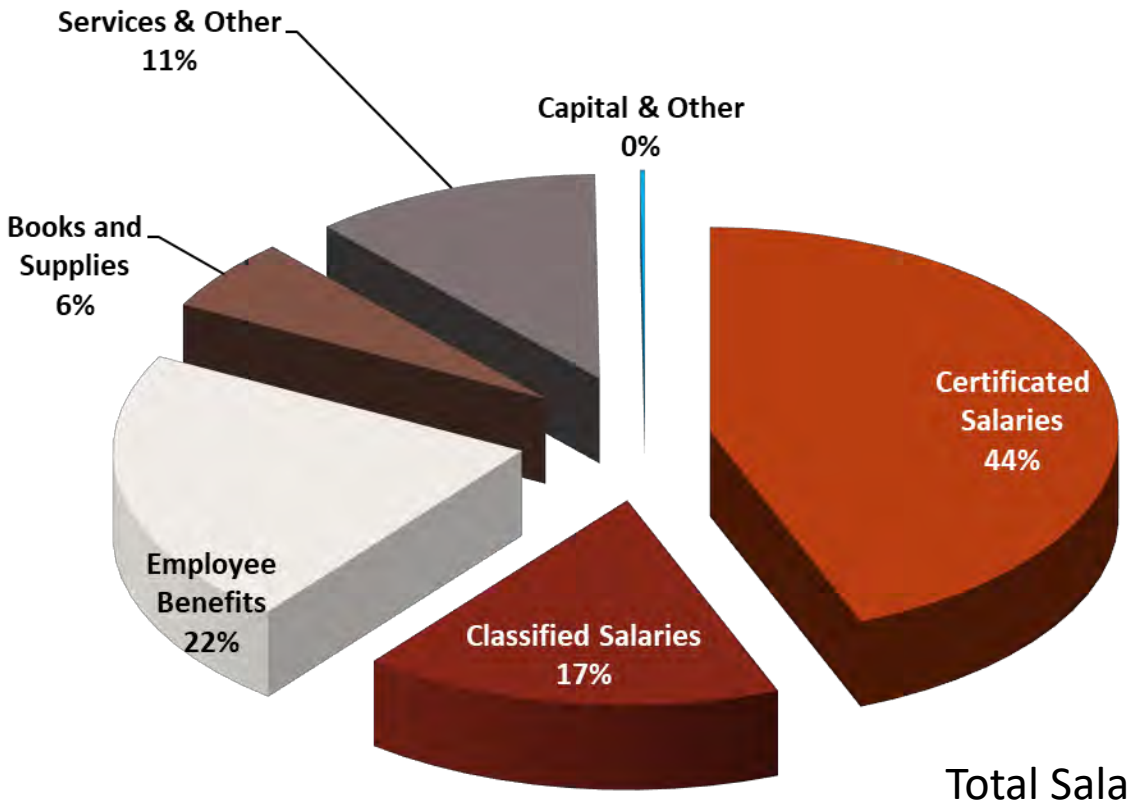
Services

- Contracted services for Special Education needs
- Expenditures to match gifts and donations revenue

Capital Outlay

- Repairs and equipment purchases

2019-20 Second Interim Expenditure Summary



Total Salary and Benefits:
83%

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Contribution

Special Education Contribution Increase from
First Interim to Second Interim Budget

- Certificated Salaries – $77,908
- Classified Salaries – ($13,342)
- Benefits – ($4,789)
- Supplies ($195)
- Services - $312,428 – due to NPA/NPS, consultants
- Excess Costs - $3,396
- Additional Revenue which reduces the contribution due to increase in AB602 per ADA - $634,483

	Budget Adoption 2019-20	First Interim 2019-20	Second Interim 2019-20	Difference Between First and Second Interim +/(-)
Special Education	$18,850,982	$20,606,314	$20,347,237	($259,077)

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Contribution

Fund 12 – Child Development and Horace Mann Contribution
Changes from First Interim to Second Interim

Significant Contributors to Changes:

- Revenues increased by $46,544 for Horace Mann
- Revenues less than expected by $245,053 for MHS & ATB due to declining enrollment
- Expenditures down by $217,166

	2019-20 Budget Adoption	2019-20 First Interim	2019-20 Second Interim	Difference Between First and Second Interim +/(-)
Fund 12 – Child Development / Horace Mann LCAP	$182,075	$182,075	$159,711	($22,364)
Fund 12 – Child Development Fund / Horace Mann	$306,860	$666,571	$650,687	($15,884)
Totals:	**$415,507**	**$848,646**	**$810,398**	**($38,248)**

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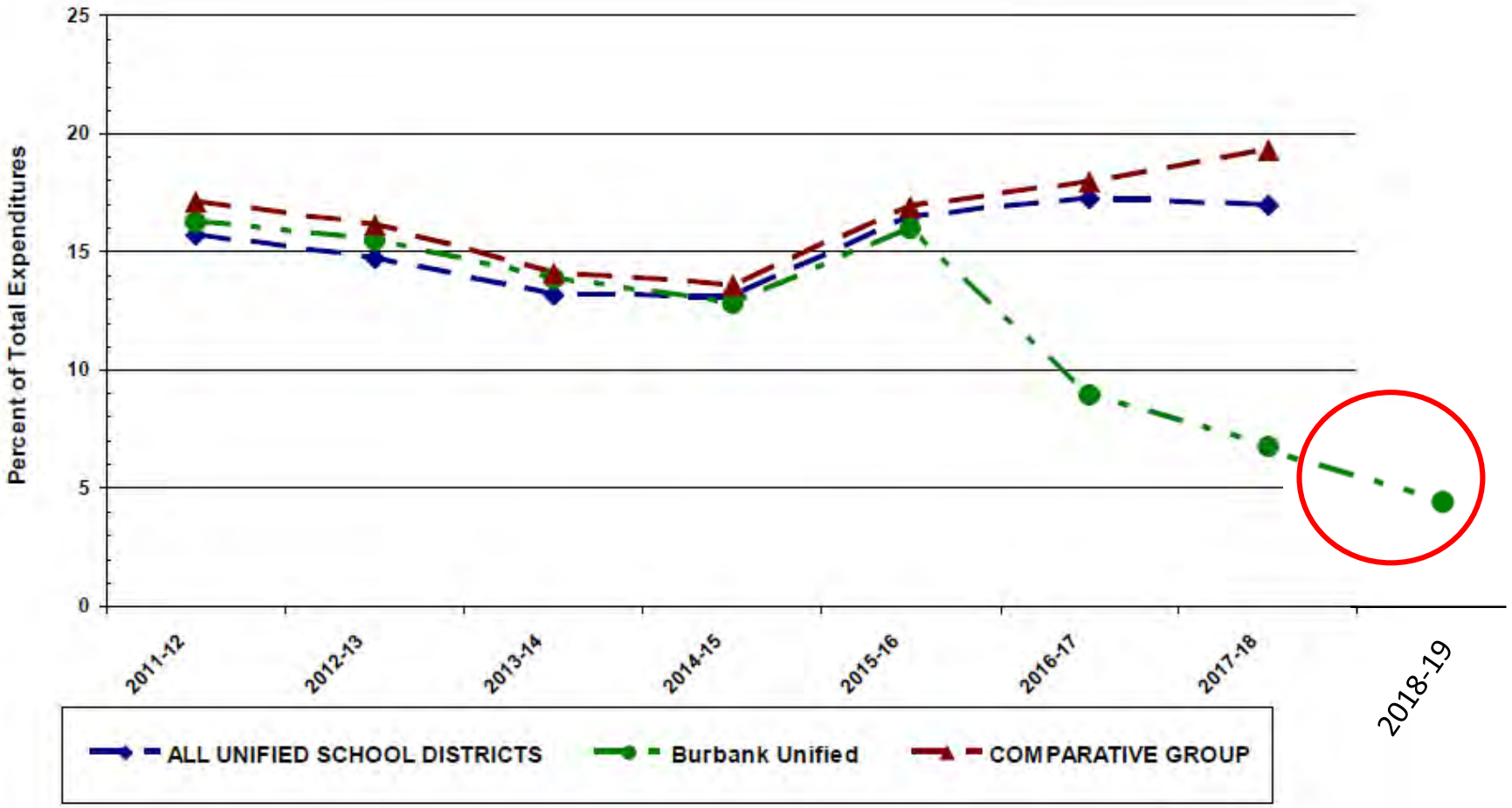
General Fund Multi-Year Projection

	2019-2020	2020-2021	2021-2022
Beginning Fund Balance	$11,917,704	$6,945,025	$7,115,803
Revenue	169,707,672	170,703,752	174,256,118
Expense	174,680,354	170,532,975	173,133,833
Non-Spendable	100,060	100,060	100,060
CSEA Job Study	390,000	390,000	390,000
Vacation Liability			272,028
Restricted	497,505	1,509,752	1,509,752
Reserve (REU) 3%	5,240,410	5,115,989	5,194,015
Board REU up to 3%	717,049	-0-	772,233
Unassigned Fund Balance	-0-	-0-	-0-
Fiscal Stabilization Plan	**-0-**	**($3,844,105)**	**($5,445,86**

Historic Percentage of Unrestricted Net Ending Balance to Total Expenditures, Transfers and Other Uses



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Source - 2019 CADIE Report, School Services with 2018-19 update by the Business Office

2019-2020 Second Interim

Any questions?

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Debbie Kukta, Assistant Superintendent, Administrative Services
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	March 19, 2020
SUBJECT:	Approval of the Fiscal Stabilization Plan Required by Los Angeles County Office of Education (LACOE) Based on the First Interim Reporting

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Background:

The Los Angeles County Office of Education (LACOE) is requiring the District to approve a Fiscal Stabilization Plan based on its First Interim Report submitted in December 2019. The plan should be based on the most current information available as well as unfavorable assumptions to demonstrate the District's ability to address adverse scenarios. Due to the uncertainty of future federal funding, declining revenue, declining student enrollment and ADA, and rising Special Education costs, a worst-case scenario is presented.

Discussion/Issues:

In the letter to the Board President dated February 4, 2020, LACOE concurred with the District's positive certification in the First Interim Report, however, concern was expressed regarding the negative fund balance in its reserves without the adjustments for "nonspecific and unallocated expenditure reductions" for fiscal years 2020-2021 and 2021-2022. Because of the impact of these potential shortfalls LACOE specifically requires a Fiscal Stabilization Plan that identifies budget/expenditure reductions necessary to restore and maintain the required reserves for 2020-21 and 2021-22. The Fiscal Stabilization Plan needs to be approved by the Board of Education, reflected in the Second Interim Report, and submitted to LACOE along with the Second Interim Report by March 16, 2020.

The Fiscal Stabilization Plan for the Board to consider is as follows:

- Fiscal year **2020-2021** proposed budget reduction of $3.8 million to restore the District's required 3% reserve.
- A total of $5.4 million is proposed in reductions in fiscal year **2021-2022**

The implementation of the plan takes into account a combination of staff layoffs, program reductions and eliminations, and one-time funding (Attachment A).

District staff will continue to work on identifying additional budget reductions in developing a final 2020-2021 and 2021-2022 balanced budget with funds remaining and placed in an unassigned and unallocated line item.

Fiscal Impact:

As stated above.

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the Fiscal Stabilization Plan, as presented.

Attachment A: Fiscal Stability Plan – Proposed Reductions

Proposed Reductions for Fiscal Stabilization	**2019-20**	**2020-21**	**2021-22**
Not filling vacancies	$267,535	$490,859	$490,859
• Two TOSA Positions			
• Supervisor M&O			
• Assistant Principal – Miller Elementary			
Central Office Reductions	62,477	300,000	600,000
• District Attendance Technician			
• Tech Support Specialist I			
• 1.5 FTE in 2020-21			
• 4.0 FTE in 2021-22			
Special Education Reductions		481,000	570,000
• .5 FTE Itinerant			
• 2.0 FTE SPED Teacher Mild/Moderate			
• 2.0 FTE DTT			
• 1.0 FTE Program Specialist			
• .20 TOSA - Assistive Tech			
Eliminate Elementary PE Teachers – 5.0 FTE		409,751	409,751
Eliminate Elementary Music Teachers		284,000	536,436
• 3.0 FTE in 2020-21			
• 2.0 FTE in 2021-22			
Increase Class Size/Declining Enrollment		753,000	840,000
• Teacher Single Subject – 7.0 FTE			
• Teacher Multiple Subject – 1.0 FTE			
Reduce Career Tech Program		250,000	550,000
Move Pre-Service day to Supplemental Funding		200,000	800,000
Reduce Contribution to Fund 14.0 – Deferred Maintenance		400,000	400,000
Increase Horace Mann and ATB fees		275,495	248,821
Total Reduction	$330,012	$3,844,105	$5,445,867

Burbank Unified School District
Fiscal Stabilization Plan

Dr. Matt Hill, Superintendent
Debbie Kukta, Assistant Superintendent, Administrative Services
Alyssa Low, Director, Fiscal Services
Carin Wantland, Assistant Supervisor of Budget and Finance

Proposed Reductions for Fiscal Stability

NOTE: Proposed reductions for 2019-20 are reflected in this year's budget and second interim line items while the reductions for 2020-21 and 2021-22 are reflected in "Other Adjustments" under Expenditures, line 9.

Proposed Reductions for Fiscal Stabilization	2019-20	2020-21	2021-22
Not filling vacancies	$267,535	$490,859	$490,859
• Two TOSA Positions			
• Supervisor M&O			
• Assistant Principal – Miller Elementary			
Central Office Reductions	62,477	300,000	600,000
• District Attendance Technician			
• Tech Support Specialist I			
• 1.5 FTE in 2020-21			
• 4.0 FTE in 2021-22			
Special Education Reductions		481,000	570,000
• .5 FTE Itinerant			
• 2.0 FTE SPED Teacher Mild/Moderate			
• 2.0 FTE DTT			
• 1.0 FTE Program Specialist			
• .20 TOSA - Assistive Tech			

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Proposed Reductions for Fiscal Stability

NOTE: Proposed reductions for 2019-20 are reflected in this year's budget and second interim line items while the reductions for 2020-21 and 2021-22 are reflected in "Other Adjustments" under Expenditures, line 9.

Proposed Reductions for Fiscal Stabilzation	2019-20	2020-21	2021-22
Eliminate Elementary PE Teachers – 5.0 FTE		409,751	409,751
Eliminate Elementary Music Teachers		284,000	536,436
• 3.0 FTE in 2020-21			
• 2.0 FTE in 2021-22			
Increase Class Size/Declining Enrollment		753,000	840,000
• Teacher Single Subject – 7.0 FTE			
• Teacher Multiple Subject – 1.0 FTE			
Reduce Career Tech Program		250,000	550,000
Move Pre-Service day to Supplemental Funding		200,000	800,000
Reduce Contribution to Fund 14.0 – Deferred Maintenance		400,000	400,000
Increase Horace Mann and ATB fees		275,495	248,821
Total Reduction	**$330,012**	**$3,844,105**	**$5,445,867**

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Fiscal Stabilization Plan

Any questions?

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BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Kathy Sessinghaus, Director of Food Services
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	March 19, 2020
SUBJECT:	Approval of Increase of Breakfast and Lunch Meal Prices for all Schools

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Background:
The Food Service department currently charges $1.75 at the elementary sites and $2.00 at the secondary sites for breakfast. Lunch prices are $3.00 at the elementary sites and $3.25 at the secondary sites. During the past few years the costs of food, supplies, fuel, salary and benefit increases have affected operation cost. The Food Service Operation should be self-sufficient with no contribution from the general fund.

Discussion/Issues:
The meal prices have not been raised since 2016. In order to keep up with increasing costs, the following price increases are being submitted to the board for approval for the 2020-2021 school year:

1. Elementary breakfast price will go from $1.75 to $2.25
2. Secondary breakfast price will go from $2.00 to $2.50
3. Elementary lunch price will go from $3.00 to $3.50
4. Secondary lunch price will go from $3.25 to $3.75

In the 2020-2021 school year the price for food will increase approximately 4%. We currently spend approximately $1,235,000.00 in food cost. We additionally anticipate a labor increase which is an unknown amount at this time.

Fiscal Impact:
The suggested increase amount is .50 cents per meal as outlined above.

If increases were applied to the meals served in the 2018-2019 school year it would have resulted in additional revenue of $49,529.50 for breakfast and $122,801.00 for lunch.

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the breakfast and lunch meal price increases for the 2020-2021 school year, as presented.

Burbank Unified School District
Technology Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Roberto Jurado, Director of Information Technology and Educational Support
SUBMITTED BY:	Lourdes Moya, Administrative Secretary
DATE:	March 19, 2020
SUBJECT:	Approval of Lease Agreement with Insight Financial Services for Lightspeed Relay Content Filtering, District-wide (General Fund)

Background:
On June 15, 2017, the Board of Education approved an Agreement with iBoss Inc. for Web Content Filtering, District-wide.

District Wide Goals for 2019-2020:
7.1 Continue to provide a clean, safe, and energy-efficient learning environment for all students and employees.

Discussion/Issues:
Content filtering is required of all K-12 school districts in order to comply with the Children's Internet Protection Act (CIPA) and is also required to qualify for E-Rate funding. The District currently uses iBoss for web content filtering. The existing agreement is a three-year contract with a total cost of $72,900 that is invoiced at $24,300 annually. This agreement will expire on June 30, 2020.

The District has evaluated alternative content filtering solutions and received a very competitive proposal for Lightspeed Relay. Lightspeed Relay is a content filtering solution that would provide the district with new features and functionality over the existing iBoss appliance:

1. Lightspeed Relay is cloud-based, so there will no longer be a need to upgrade hardware every few years to keep up with increasing bandwidth needs.

2. Lightspeed Relay will significantly improve the visibility we have of student web browsing, so we can better protect students and provide clearer and easier to read reporting to Principals.

3. The proposal also includes a District-wide license for Lightspeed Classroom, which is a classroom management tool that is very similar to GoGuardian. This tool will allow teachers to monitor students as they use their student devices and keep them on task. A District-wide license for GoGuardian would have cost $34,980 annually, and the District is receiving the same functionality included in this proposal, for no added cost above what we already pay for content filtering.

The District recommends that we switch to Lightspeed Relay for content filtering.

Fiscal Impact:
The fiscal impact is $72,896.88 over three years. The three-year lease agreement will be invoiced at $24,298.96 annually starting on July 1, 2020. Please see attached lease proposal. This represents a small cost savings of $1.04 annually compared to the existing contract for iBoss.

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the lease agreement between Burbank Unified School District and Insight Financial Services to provide Lightspeed Relay Content Filtering, not to exceed $72,896.88 (01.0-00000.0-00000-72000-5840-7401000) (General Fund), effective March 20, 2020 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Insight Financial Services™

March 4, 2020

On behalf of Insight Financial Services, a division of Insight Investments, LLC, I am pleased to present this equipment finance proposal to Burbank Unified School District according to the terms and conditions indicated herein.

Lessee
Burbank Unified School District
1900 West Olive Avenue
Burbank, CA 91506

Lessor
Insight Financial Services
611 Anton Blvd., Suite 700
Costa Mesa, CA 92626

Program Special Highlights

- ✓ Predictable, fixed, budgeted payments
- ✓ Deferred rent start available 7/1/20
- ✓ Annual Payments matching fiscal year
- ✓ No covenants or restrictions
- ✓ Spread out payments, free up budget for other projects
- ✓ AMOS Asset Tracking Included
- ✓ Customized Invoicing
- ✓ Quick Response Time
- ✓ Local Partner
- ✓ Project Management

Equipment Type	Equipment Cost	Lease Term	Billing Frequency Options	Payment
Lightspeed Software	$69,073.32	3 Years	Annually	$24,298.96

School District Lease Experts

IFS' focuses on districts nationwide providing specialized lease programs. Our expertise in the marketplace has allowed IFS to provide "best in class" lease solutions for 1:1 initiatives and other technology. Our track record has allowed IFS to truly understand the specific needs of our public-school district clients.

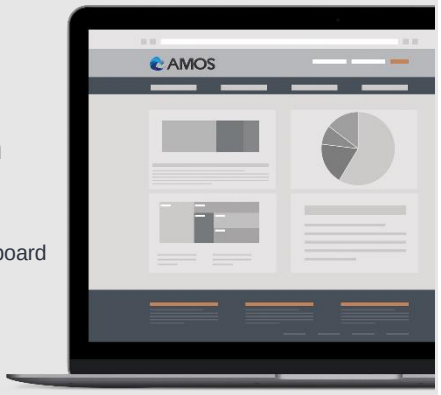
Order Now with FastTrack

Worried about getting orders placed and not having a Master Lease finalized? Not anymore! IFS will place all urgent purchase orders upon receipt of executed proposal letter. We then finalize the Master Lease over the following weeks.

AMOS

Lease and Asset Management System Included

- Personalized Executive Dashboard
- Alerts to Maturing Leases
- Manage Your Entire Portfolio
- Flexible API Integrations
- Lease Accounting Reports



FastTrack: With respect to any executed lease proposal outlining the cost, rent, term and equipment to be leased under a Schedule, Lessee agrees that: (a) Lessor may order such equipment from a manufacturer or vendor thereof in Lessor's own name, and (b) in such case, Lessee will indemnify and hold Lessor harmless from and against all claims, actions and/or demands of said manufacturer or vendor resulting from any cancellation or termination of said purchase order in the event that the lease financing of said Equipment contemplated in lease proposal is not consummated.

Vendor Payments: Lessor will issue vendor milestone or invoice payments upon receipt of an executed Equipment Acceptance certificate or payment authorization during the Equipment installation intervals.

Installation Intervals: Lessor will summarize all items of Equipment for which approved invoices or acceptance certificates have been received in the same monthly installation interval into a summary Equipment Schedule. Installation intervals will begin on the first day of a month and end on the last day of a month.

Base Term: The first day of the month following the conclusion of the defined installation interval for the lease facility or project.

End of Lease: Ownership

Lease Rate Adjustment: The lease rate quoted in this proposal has been calculated, in part, using an interest rate tied to the current yield of a comparable term Interest Rate Swaps as reported in the Intercontinental Exchange, Inc. ("ICE") Report Center for February 21, 2020 The lease rate quoted is subject to change in the event such Treasury Note yields or Interest Rate Swap yields increase by 10 or more basis points (1/10th per cent) prior to the lease commencement date or Lessor has determined that there is an adverse change in Lessee's credit standing, or a material adverse change in the financial business operations, properties, assets or prospects of the Lessee. The calculation for any Interest Rate Swap adjustment shall be determined by increasing the monthly lease rate factor by .000045 for each 10-basis point increase in the referenced Swap Rate.

Conditions Precedent: In addition to the conditions set forth above, this transaction is contingent upon (i) successful execution of mutually agreed upon documentation, including Master Lease, Schedules and other required documents; (ii) the continuing review and approval by Insight's Finance Committee; and (iii) verification that the Equipment is of the general description contemplated above.

Please indicate your acceptance of the terms of this proposal by having an authorized signer sign in the space below. Upon receipt of the signed proposal, Insight will commence its formal credit approval and documentation process. We look forward to the opportunity to serve your financial needs. Please do not hesitate to call me at 714-939-2369 if you have any questions.

Sincerely,



Michelle C. Hallis
Vice President

Agreed to and Accepted by:
Burbank Unified School District

By: _____

Name: _____

Title: _____

Date: _____

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MASTER LEASE AGREEMENT NO. 9408

This Master Lease Agreement ("Master Lease") dated March 3, 2020 is made by and between Insight Investments, LLC, ("Lessor"), a Delaware limited liability company, 611 Anton Blvd., Suite 700, Costa Mesa, California 92626, and Burbank Unified School District ("Lessee") a body corporate and politic existing under the laws of the State of California, with offices at 1900 W. Olive Avenue, Burbank, CA 91506. This Master Lease shall be effective from the date hereof.

1. **Schedules.** Lessee agrees to lease from Lessor the Equipment described in each related Schedule which is executed pursuant to this Agreement. Lessor and Lessee may enter into one or more Schedules for the lease of Equipment. A Schedule may also include the financing of Intangibles. Each Schedule will constitute a separate agreement with respect to that transaction and will specify details and any special terms applicable to that Schedule. In the event of any conflict between this Master Lease and a Schedule, the Schedule will govern.

2. **Term and End of Term Options.** On the Acceptance Date, Lessee shall execute and deliver a Certificate of Acceptance and shall thereafter be bound to perform its obligations under the Schedule, and the term of the Schedule will begin and continue through the Base Term, and thereafter until terminated by either party upon the expiration of the applicable written Notice Period. No termination of a Schedule under this Section shall be effective prior to the expiration of the Base Term.

End of Term Options. As long as no Event of Default has occurred and is continuing and provided Lessee has given written notice to Lessor of its decision to exercise one or more of the following options at least 90 days prior to the expiration of the Base Term, Lessee will have the right to exercise the following options:

a) **Month to Month Extension Option.** Lessee may extend the Base Term covering all or any complete system of Equipment on a month to month basis. The Rent required to be paid during said extended period will be at the same rate in effect at the expiration of the Base Term.

b) **Fair Market Value Fixed Term Extension Option**. Lessee may extend the Base Term covering all or any complete system of the Equipment. The Rent required to be paid during said extended period shall be equal to the Fair Market Value of the Equipment over the extended period.

c) **Fair Market Value Purchase Option.** Lessee may purchase all or any complete system of Equipment for an amount equal to the Fair Market Value plus applicable taxes on the date of the expiration of the Base Term (the "Purchase Date"). Title to the purchased Equipment will pass to Lessee on the Purchase Date provided Lessee has paid all amounts then due under the Schedule and the full purchase price and taxes.

d) **Return Option.** As required in Section 8, Lessee shall return all or any complete system of Equipment that has not been renewed or purchased as set forth in subsections (a), (b) or (c) of this Section 3. In the event of a partial Equipment return or purchase, upon the expiration of the Base Term or any renewal period thereafter, the subsequent periodic invoices will be adjusted to reflect such partial return or purchase; however, no adjustment will be made for the billing cycle in which the Equipment is returned or purchased.

Like Kind Exchange. With respect only to personal computers, laptop computers, tablet computers and printers, Lessee shall have the right to return "Like Equipment" (as defined below), in complete systems, in lieu of returning all or any of the equipment types described above. Like Equipment shall mean replacement equipment which is (i) lien free; (ii) of the same or similar model, type, configuration, manufacturer, and equal to or greater performance level as the Equipment being substituted, as determined by Lessor, and (iii) acquired by the Lessee in the ordinary course of business and not for the purposes of being substitute equipment under this provision. Clean title to the Like Equipment shall vest in Lessor and clean title to the Equipment being replaced shall vest in Lessee.

If Lessor has not received Lessee's notice of exercise of the foregoing options in a timely manner, then the applicable Schedule will renew on a month to month basis in accordance with the lease terms then in effect until the completion of the Notice Period.

3. **Rent, Nonappropriation and Overdue Rate.** Rent is due and payable in advance on the first day of each Rent Interval at such address that Lessor or its Assignee may designate in writing. Interim Rent shall be due and payable upon invoicing. If any payment is not made when due, Lessee will pay interest at the Overdue Rate.

Lessee reasonably believes that legally available funds in an amount sufficient to pay the Rent for the Base Term can be obtained. Lessee will do all things within its power to obtain, maintain, and properly request and pursue funds from which the rental payments may be paid including: (i) making provisions for the rent payments to the extent necessary in each annual budget submitted for the purpose of obtaining funding; (ii) using its best efforts to have such portion of the budget approved; and (iii) exhausting all available means in the event such portion of the budget is not approved. If either no funds or insufficient funds are appropriated for the rental payments due under any Schedule, then Lessee shall have the right to terminate the applicable Schedule effective upon the start of the fiscal year for which such funding was not received. Lessee must give Lessor ninety days notice of any such termination and will provide a written certification that funds have not been appropriated and that such nonappropriation did not result from any act or failure to act by the Lessee.

Lessor and Lessee understand and intend that the obligation of Lessee to pay the Rent under each Schedule shall constitute a current expense of Lessee and shall not in any way be construed to be a debt of Lessee in contraventions of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness by Lessee, nor shall anything contained herein constitute a pledge of the general tax revenues, funds or monies of Lessee.

4. **Taxes.** Lessee will pay or reimburse Lessor for all taxes, fees or other charges imposed by any local, state or federal authority or any other taxing authority (together with any related interest or penalties not due to the fault of Lessor) arising in connection with the Equipment, this Master Lease and any Schedule entered into hereunder except for those taxes which both Lessor and Lessee are able to claim as exempt based upon a valid exemption certificate or other similar documentation. Lessor shall be responsible for filing all personal property tax returns.

5. **Net Lease.** Each Schedule constitutes a net lease. Lessee's obligations (i) to pay Rent and all other amounts due hereunder and (ii) to perform all other Lessee obligations hereunder are absolute, non-cancellable and unconditional and are not subject to any abatement, reduction, set-off, defense, counterclaim, interruption, deferment or recoupment for any reason other than pursuant to the nonappropriation provisions set forth in Section 3.

6. **Title and Assignment.** Lessee acknowledges and agrees that Lessor owns the Equipment. Lessee's interest is a possessory interest only, Lessee obtains no title to such Equipment, and Lessee holds the Equipment subject to and subordinate to the rights of Lessor and any Assignee. In order to perfect Lessor's security interest in the Equipment in the event a Schedule is determined to be a lease intended as security, Lessee grants Lessor a security interest in the Equipment to secure all obligations of Lessee to Lessor and authorizes Lessor to prepare, execute and file, in Lessee's name, UCC financing statements confirming and perfecting such interests in the Equipment. Until all obligations of Lessee to Lessor with respect to a Schedule are satisfied in full, Lessee will not file a termination of any financing statement filed by Lessor with respect to the Schedule. Lessee will give Lessor at least thirty (30) days prior written notice of any change in Lessee's name, form of organization or jurisdiction of formation. Lessee will, at its expense, keep the Equipment free and clear from any liens or encumbrances of any kind (except any caused by Lessor) and will indemnify and hold Lessor and any Assignee harmless from and against any loss caused by Lessee's failure to do so. Upon request, Lessee will mark the Equipment indicating Lessor's interest.

Lessor will be entitled to sell, assign, or transfer, in whole or in part, its interest in a Schedule, the receivables and/or the Equipment thereunder or grant a security interest in and to a Schedule and/or the Equipment to an Assignee. The Assignee may exercise all of Lessor's rights, but Lessor will remain solely responsible for the performance of its obligations hereunder unless consented to in writing by Lessee. Lessee consents to and upon request will acknowledge such assignment in a written notice provided by Lessor to Lessee. Upon request, Lessee will provide (

secretary's certificate of incumbency and authority, (ii) a legal opinion relating to the representations contained in Section 12, (iii) audited financial statements, and (iv) any other documentation reasonably requested by Lessor. Lessor acknowledges that any assignment or transfer by Lessor permitted hereunder shall not materially change Lessee's duties or obligations under this Agreement or materially increase the burdens or risks imposed upon Lessee. To the extent permitted by law, Lessee waives, and shall not assert against any Assignee any right or claim that Lessee may have against Lessor or any third party and will pay all Rent and other amounts due under each Schedule without any abatement, reduction, set-off, defense, counterclaim, interruption, deferment or recoupment.

7. **Selection, Care, Use and Maintenance.** Lessee acknowledges that it has selected the Equipment and specified its configuration based on its own judgment and that it does not rely on any representations made by Lessor.

Lessee will maintain the Equipment in good operating order and appearance (ordinary wear and tear excluded) and will use the Equipment only in connection with its business operations and for the purposes for which it was designed and in compliance with all applicable manufacturer operating standards. If commercially available, Lessee will maintain a contract for the maintenance of the Equipment throughout the term of the applicable Schedule. Lessor shall have the right to inspect the Equipment to assure proper maintenance. It is the responsibility of the Lessee to recertify the Equipment as eligible for manufacturer's maintenance at the expiration of the lease term if such Equipment is capable of recertification. The lease term will continue on the same terms until such certification has been obtained. The foregoing requirements to obtain a maintenance contract and to recertify the Equipment shall not apply to personal computers, laptop computers, tablet computers and printers.

Lessee will not permit any additions, improvements, variations, modifications or alterations of any kind to be made to the Equipment without Lessor's prior written consent.

8. **Transportation, Return and Data Security.** Lessee assumes the full expense of transportation and in-transit insurance to Lessee's premises and for installation of the Equipment.

Upon the expiration or termination of a Schedule, Lessee will, at its expense, deinstall, pack and ship the Equipment to Lessor in accordance with the manufacturer's specifications and Lessor's instructions including compliance with any additional return provisions specified in the applicable Schedule. Lessee will return the Equipment in the condition required under Section 7 to a location directed by Lessor. If the Equipment is not returned in the required condition and in a timely manner, then the notice of termination will be deemed void, and the Schedule shall continue in accordance with its terms.

Prior to any return of Equipment hereunder on which any data or information is stored, recorded or contained therein (collectively, "Data"), Lessee agrees at its sole cost and expense, to permanently destroy, delete and remove all Data (including any sensitive Data belonging to Lessee or its customer/clients/patients). The removal of Data may be done directly by Lessee or by a third party. Lessor's affiliated entity offers a data removal service which Lessee may contract for under a separate agreement. Lessee retains the sole responsibility to so destroy, delete, and remove all data and information stored in or on the Equipment. Lessor has absolutely no liability for any data or information that Lessee fails to so destroy, delete, and remove. All hard drives and other data retention components must function as originally installed after removal of Data and must be in the condition as specified above.

9. **Relocation or Assignment by Lessee.** Throughout the term of the applicable Schedule, Lessee will keep the Equipment at the site(s) designated in the Schedule or at such other address within the continental United States as Lessor may from time to time approve in writing prior to such relocation.

LESSEE SHALL NOT (A) SELL, ASSIGN OR TRANSFER THIS MASTER LEASE OR ANY SCHEDULE, OR ANY RIGHTS, INTERESTS OR OBLIGATIONS HEREUNDER OR THEREUNDER, OR THE EQUIPMENT SUBJECT THERETO OR (B) SUBLEASE, RENT OR PERMIT ANYONE OTHER THAN LESSEE TO USE THE EQUIPMENT. Any purported sale, assignment, sublease, transfer or other disposition in violation of this Section will be of no force and effect.

10. **Risk of Loss and Insurance.** Effective upon delivery, Lessee will bear the risk of and indemnify Lessor against loss, theft or destruction of or damage to the Equipment. Lessee will carry casualty insurance for the Equipment in an amount not less than the Casualty Value and shall carry comprehensive general liability and property damage insurance in amounts of not less than $1,000,000.00 per occurrence covering Lessee, the Equipment and its use. Lessee will also carry breach of warranty insurance. All insurance policies will (i) name the Lessor and its Assignees as loss payees for casualty coverage and additional insureds for liability coverage, (ii) include breach of warranty coverage for Lessor and its Assignees, and (iii) will provide for at least 30 days prior written notice to Lessor and its Assignees of cancellation or expiration. At Lessor's request, Lessee shall deliver to Lessor certificates or other proof of insurance evidencing the required coverages.

Lessee will promptly repair any damaged Equipment at its expense, unless such Equipment has suffered a Casualty Loss. If the Equipment has suffered a Casualty Loss, Lessee will notify Lessor within fifteen (15) days of such Casualty Loss and Lessee will replace the damaged Equipment with Equipment of the same manufacturer model, type, feature and configuration, and marketable title in such replacement Equipment will vest in Lessor free and clear of all liens and encumbrances, except the interest of Lessee under the Lease.

There will be no abatement of any Rent, or any other amounts owed to Lessor under a Schedule, as a result of any loss, theft, destruction or damage to the Equipment.

11**. Indemnification.** To the extent permitted by State law, Lessee will indemnify and hold Lessor, and Assignee harmless, on an after tax basis, from and against any and all claims, costs, expenses, damages, personal injury damages, property damages and liabilities, including reasonable attorneys' fees, arising in connection with any item of Equipment or the Schedule including, without limitation, the ownership (for strict liability in tort only), possession, control, selection, leasing, maintenance, operation, return, or other disposition and use of the Equipment any defects therein or any intellectual property infringement. The Lessee, however, will not be responsible for injury directly attributed to the intentional or grossly negligent acts or omissions of the indemnified party, its employees or agents.

12. **Representations and Warranties.** Lessee represents and warrants that (i) Lessee is a public body corporate and politic duly organized and existing under the constitution and laws of the state where the Lessee is located (the "State") with full power and authority to enter into this Agreement and any Schedule entered into hereunder, (ii) Lessee has duly authorized the execution and delivery of the Master Lease and any Schedule by proper action of its governing body at a meeting duly called and held in accordance with State law or by other appropriate official approval, and all requirements have been met and procedures have occurred to ensure the validity and enforceability of the Master Lease and each Schedule, (iii) Lessee has complied with public bidding requirements as required, (iv) during the Base Term or any extension thereof, the Equipment will be used by Lessee solely for the purpose of performing essential government or proprietary functions of Lessee consistent with the permissible scope of Lessee's authority, (v) Lessee will annually provide Lessor with current financial statements, budgets, proof of appropriation for the ensuing Fiscal Period, and such other financial information relating to the ability of Lessee to continue each Schedule, (vi) the Master Lease and each Schedule constitute legal, valid and binding agreements of the Lessee enforceable in accordance with their terms, and (vii) the Equipment is personal property and will not become fixtures under applicable law.

13. **Default.** The occurrence of any one or more of the following Events of Default constitutes a default under a Schedule:

(i) Failure of Lessee to pay Rent or any other amounts when due, if that failure continues for ten (10) days; (ii) Failure of Lessee to perform any other term or condition of this Master Lease or the Schedule, if that failure continues for thirty (30) days; (iii) Any representation or warranty by Lessee or any guarantor of Lessee's obligations proves to have been false or misleading when made; (iv) An assignment by Lessee for the benefit of creditors, the failure by Lessee to pay its debts when due, the insolvency of Lessee, the filing by Lessee or the filing against Lessee of any petition under bankruptcy or insolvency law, or the appointment of a trustee or other officer with similar powers, the liquidation of Lessee, or the taking of any action for the purposes of the foregoing; (v) Lessee dissolves or ceases to do business as a going concern or sells all or substantially all of its assets; (vi) Lessee or any guarantor of Lessee's obligations under a Schedule permits or suffers a change in its contr

ownership from the date of the applicable Schedule without Lessor's prior written consent; (vii) The occurrence of an Event of Default under any Schedule or other agreement with Lessor or its Assignee; (viii) Any guarantor of Lessee's obligations under a Schedule becomes subject to any of the events or occurrences set forth in subsections (iv) or (v).

14. **Remedies.** Upon the occurrence of any of the above Events of Default, Lessor may at its option exercise one or more of the following rights:

(i) enforce Lessee's performance of the provisions of a Schedule by appropriate court action in law or in equity; (ii) terminate the Schedule without terminating Lessee's obligations thereunder; (iii) recover from Lessee any damages or expenses, including Default Costs; (iv) to the extent permitted by law, recover all sums due and accelerate the present value of the remaining payment stream of all Rent due under the applicable Schedule (discounted at the lower of 2% or the rate at which the applicable Schedule was financed with an Assignee) together with all Rent and other amounts currently due as liquidated damages and not a penalty which shall be immediately due and payable; (v) enter Lessee's premises to remove and repossess the Equipment without being liable for damages (except those resulting from its negligence) or if the Equipment cannot be repossessed, then recover from Lessee the Fair Market Value of the applicable Equipment subject to the Event of Default; and (vi) pursue any other remedy permitted by law or equity. No remedy is intended to be exclusive, but each right may be enforced concurrently or individually.

15. **Mitigation.** Upon return of the Equipment pursuant to Section 14, Lessor will use reasonable efforts in accordance with its normal business procedures (without any obligation of priority) to mitigate its damages as described below. **LESSEE WAIVES ANY RIGHTS CONFERRED BY STATUTE WHICH MAY REQUIRE LESSOR TO MITIGATE ITS DAMAGES OR MODIFY ANY OF LESSOR'S RIGHTS OR REMEDIES STATED HEREIN**. Lessor may sell or lease the Equipment on a public or private basis. The net proceeds for any such transaction will be determined based upon the following: (a) if sold, the cash proceeds of the sale, less the Fair Market Value of the Equipment at the end of the Base Term and less the Default Costs; or (b) if leased, the present value (discounted at three percent over the prime rate as referenced in the Wall Street Journal at the time of the mitigation) of the rentals for a term not to exceed the remainder of the Base Term at the time of default, less the Default Costs. The proceeds of mitigation, if any, will be applied against liquidated damages due to Lessor. If the net proceeds available after the permitted deductions are less than the amounts due and owing to Lessor under Section 14, Lessee shall be liable for the deficiency.

16. **Lessor Warranty and Assignment of Manufacturer Warranties .**Lessor (and Assignee) warrant to Lessee that so long as Lessee is not in default, neither party will disturb Lessee's quiet and peaceful possession, and unrestricted use of the Equipment or any Intangibles.

To the extent possible, Lessor will assign to Lessee any manufacturers' warranties relating to the Equipment. Lessee may interact directly with the manufacturer to receive complete documentation relating to the manufacturer warranties and any disclaimers and limitations thereon.

17. **Disclaimers, Limitations and Waivers. LESSOR IS NOT THE MANUFACTURER OR SUPPLIER OF THE EQUIPMENT AND, EXCEPT AS SET FORTH IN SECTION 16 OF THE MASTER LEASE, MAKES NO REPRESENTATIONS OR WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS OF THE EQUIPMENT FOR A PARTICULAR PURPOSE**.

Lessor is not responsible for any liability, claim, loss, damage or expense of any kind (including strict liability in tort) caused by the Equipment, except for any loss or damage caused by the negligent acts of Lessor.

LESSOR SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES (INCLUDING LOST PROFITS OR SAVINGS) EVEN IF LESSOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NO RIGHTS OR REMEDIES REFERRED TO IN ARTICLE 2A OF THE UNIFORM COMMERCIAL CODE WILL BE CONFERRED ON LESSEE UNLESS EXPRESSLY GRANTED IN THIS MASTER LEASE OR SCHEDULE.

ARTICLE 2A MAY APPLY TO A SCHEDULE AND LESSEE MAY HAVE CERTAIN RIGHTS THEREUNDER. IF SO, LESSEE ACKNOWLEDGES THAT SUCH A SCHEDULE IS A FINANCE LEASE AS DEFINED IN UCC SECTION 2A-103. TO THE EXTENT PERMITTED BY LAW, LESSEE HEREBY WAIVES ANY RIGHTS OR REMEDIES LESSEE MAY HAVE UNDER UCC SECTIONS 2A-508 THROUGH 522 INCLUDING, WITHOUT LIMITATION, RIGHTS OF REJECTION, REVOCATION, CANCELLATION, AND RECOVERY FOR BREACH OF WARRANTY.

18. **Miscellaneous.**

A. Purchase Orders. Lessee may issue a purchase order to Lessor for administrative purposes only. Terms and conditions on Lessee's purchase order or other acknowledgment form, which are in addition to, or in conflict with this Agreement, will be of no force or effect.

B. Purchase Authorization. With respect to any equipment as to which (i) Lessee has issued a purchase order to Lessor or (ii) Lessee and Lessor have executed a letter of intent, proposal or similar agreement outlining the cost, rent, term and other provisions, and providing for such equipment to be leased under a Schedule hereto, Lessee agrees that: (a) Lessor may order such equipment from a manufacturer or vendor thereof in Lessor's own name, and (b) in such case, Lessee will indemnify and hold Lessor harmless from and against all claims, actions and/or demands of said manufacturer or vendor resulting from any cancellation or termination of said purchase order in the event that the lease financing of said Equipment contemplated by the letter of intent, proposal or similar agreement is not consummated.

C. Licensed Products and Intangibles. Lessee will not obtain from Lessor any title to or right to use any third party software which may be provided in connection with the Equipment. It is Lessee's responsibility to obtain any required license from the licensor. Any rent attributable to Lessor's financing of Intangibles will be paid under this Master Lease as Rent subject to the provisions of Section 5 regardless of Lessee's dissatisfaction with the performance or quality of the Intangibles. Lessee acknowledges that all Intangibles are provided directly to Lessee by a third party, and not by Lessor.

D. Relationship. Each party is an independent contractor and, except as expressly set forth herein will have no authority to bind or commit the other party. Nothing herein shall be deemed or construed to create a joint venture, partnership or agency relationship between the parties.

E. No Waiver. The waiver by either party of a breach of any provision of this Agreement will not be construed as a waiver of any subsequent breach. The invalidity, in whole or in part, of any provision of this Agreement will not affect the validity of the remaining provisions.

F. Notices. Any notice, request or other communication under this Agreement will be given in writing and deemed received upon the earlier of actual receipt or three (3) days after mailing if mailed postage prepaid by regular mail to the address set forth above or, one (1) day after such notice is sent by overnight delivery. The end of lease notice required under Section 2 may be provided by Lessee by (i) an electronic transmission utilizing Lessor's Asset Management Online System (AMOS) or (ii) via email addressed to eol_notice@ifsleasing.com. Each party adopts its signature on the electronic transmission methods described above as its original signature and agrees that such notification methods will have the same effect as if the document had been signed and delivered by mail or in person.

G. Survival. Those terms and conditions which would, by their meaning or intent, survive the expiration or termination of any Schedule will so survive.

H. Entire Agreement. This Master Lease and each Schedule represents the entire agreement between the parties and supersedes all oral or other written agreements or understandings between the parties concerning the Equipment. This Master Lease and each Schedule may not be modified unless in writing and signed by the party against whom enforcement of the modification is sought. If any provision of this Master Lease or any Schedule is held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired.

I. Law. THIS MASTER LEASE AND EACH SCHEDULE IS GOVERNED BY THE LAWS OF THE STATE OF THE LESSEE'S DOMICILE WITHOUT REGARD TO ITS CONFLICT OF LAWS PROVISIONS. All parties agree that no convention of the United Nations, including the Convention on Contracts for the International Sale of Goods, shall apply to a Schedule. If there is any dispute or litigation as a result of this Agreement, the prevailing party will be entitled to reasonable attorney's fees. TO THE EXTENT NOT PROHIBITED BY LAW, **THE PARTIES HERETO WAIVE THE RIGHT TO TRIAL BY JURY TO THE EXTENT SUCH RIGHT MAY BE WAIVED.**

J. Counterparts. This Master Lease and any Schedule may be executed in counterparts, each of which shall be deemed an original, with all of the counterparts together constituting one and the same instrument.

K. Binding Effect. This Master Lease shall be binding upon and shall inure to the benefit of Lessor, Lessee and their respective successors and permitted assigns.

L. Lessor's Discharge of Lessee's Obligations. If Lessee fails to comply with any provision of a Schedule, Lessor has the right, but not the obligation, to effect such compliance on behalf of Lessee upon ten (10) days prior written notice to Lessee. In such event, all monies advanced or extended by Lessor, and all expenses incurred by Lessor in affecting such compliance, together with an amount equal to the Overdue Rate shall be paid by Lessee to Lessor on the first day of the next Rent Interval. No such performance by Lessor shall be deemed a waiver of any rights or remedies of Lessor or be deemed to cure the default by Lessee.

M. Affiliates. Lessor and Lessee (or any of Lessee's Affiliates) may enter into one or more Schedules for the lease of Equipment. If the Schedule is executed by an Affiliate of Lessee, then such Affiliate shall be deemed the "Lessee" hereunder with respect to that Schedule. **The Master Lessee will, without notice, be jointly and severally liable for the due performance of the obligations of its Affiliates under all Schedules executed hereunder, including without limitation, all terms and conditions negotiated by its Affiliate.**

N. Electronic Chattel Paper. Lessor and Lessee agree that the written version of this Master Lease and any Schedule hereto containing the original, fax, or machine copy signatures may constitute the original authoritative version, and that the electronic version of this Master Lease and such Schedule which has been authenticated by Lessor and Lessee in accordance with applicable law and controlled by the Lessor (or any Assignee identified pursuant to Section 7 hereof) shall (pursuant to the rules and regulations of eOriginal, Inc.) constitute the original authoritative version of this Master Lease and such Schedule; provided that if the "Paper Out" process shall have occurred pursuant to the eOriginal Product Reference Guide, and there shall simultaneously exist both the "Paper Out" printed version and an electronic version of this Master Lease and such Schedule, then the "Paper Out" printed version of this Master Lease and such Schedule as identified in the eOriginal audit record and corresponding affidavit shall constitute the sole authoritative version. Both Lessor and Lessee hereby agree that this Master Lease and any Schedule may be authenticated by electronic means, and expressly consent to the use of the electronic version of this Master Lease and such Schedule to embody the entire agreement and the understanding between Lessor and Lessee. Reference herein to eOriginal shall mean eOriginal, Inc., Baltimore, MD, or any successor electronic custodian appointed by Lessor and Lessee.

19. **Definitions**

A. "Acceptance Date" is defined in the Schedule.

B. "Affiliates" means any entity directly or indirectly owned or controlled by, or under common ownership or control with the Master Lessee who is party to this Agreement.

C. "Agreement" means collectively this Master Lease and each Schedule.

D. "Assignee" means an entity to which Lessor has sold, assigned or transferred its rights in a Schedule, the receivables and/or the Equipment covered thereby and has been granted a security interest in a Schedule and/or related Equipment for the purpose of securing a loan.

E. "Base Term" means the period of time beginning on the first day of the full Rent Interval following the Acceptance Date and continuing for the number of Rent Intervals indicated on the Schedule.

F. "Casualty Loss" means that the Equipment has suffered irreparable damage or destruction or has otherwise been irretrievably lost or stolen or taken in condemnation.

G. "Casualty Value" means the aggregate Rent remaining for the balance of the Base Term plus the Fair Market Value of the Equipment.

H. "Default Costs" means reasonable costs and expenses, including court costs, reasonable collection and attorney's fees and costs, as well as any costs of repossession, repairing, refurbishing and remarketing resulting from a Lessee Event of Default.

I. "Equipment" means all the tangible personal property made available by Lessor to Lessee under this Agreement together with all replacements and renewals and the component parts thereof.

J. "Events of Default" means the events described in Section 13.

K. "Fair Market Value" means the price or rent (as applicable) obtainable for the Equipment in an arm's-length sale or lease transaction (as applicable) between informed and willing parties, neither under compulsion to contract, for the sale or lease of Equipment utilizing an assumption that the Equipment is installed and under continuous and uninterrupted use by the buyer/user.

L. "Intangibles" means non-hardware items including, but not limited to, software license fees, services, maintenance, installation and deinstallation costs.

M. "Interim Rent" means the prorata portion of Rent due for the period from the Acceptance Date through but not including the first day of the first full Rent Interval of the Base Term.

N. "Notice Period" means 90 days prior to the expiration of the Base Term or any month thereafter.

O. "Master Lease" has the meaning set forth in the first sentence of this Master Lease Agreement.

P. "Master Lessee" means the party executing this Master Lease as the "Lessee".

Q. "Overdue Rate" means the lesser of one and one-half percent (1.5%) per month or the maximum amount permitted by law.

R. "Rent" means the rent, including Interim Rent, Lessee will pay for the Equipment as specified in the Schedule.

S. "Rent Interval" means a full calendar month or quarter as indicated on a Schedule.

T. "Schedule" means a document which is issued pursuant to this Master Lease and incorporates by reference certain terms and conditions of this Master Lease as indicated herein.

U. "UCC" means the Uniform Commercial Code as enacted in California.

IN WITNESS WHEREOF, the parties have caused this Master Lease to be executed by their duly authorized officers as of the day and year first set forth above.

INSIGHT INVESTMENTS, LLC

BY: _____

TITLE: _____

DATE: _____

BURBANK UNIFIED SCHOOL DISTRICT

BY: _____

TITLE: _____

DATE: _____

SCHEDULE NO. 1 DATED AS OF MARCH 5, 2020
TO THE MASTER LEASE AGREEMENT NO. 9408 DATED AS OF MARCH 3, 2020
BY AND BETWEEN
INSIGHT INVESTMENTS, LLC ("LESSOR")
AND
BURBANK UNIFIED SCHOOL DISTRICT ("LESSEE")

This Schedule covers the financing of non-hardware items including, but not limited to, software license fees, services, maintenance, installation, deinstallation, transportation and other soft costs (hereinafter the "Intangibles") as described below.

	Amounts to be paid to Supplier	**Amounts to be reimbursed to Lessee for previous payments to Supplier**
Software License Fees	$ 69,073.00	$
Maintenance, consulting and or service fees	$	$
Other Soft Costs	$	$
Applicable sales/use tax included	$	$
TOTAL	$69,073.00	$

TOTAL AMOUNTS PAID: $ 69,073.00

Lease Rate Adjustment: As indicated in the proposal entered into between Lessor and Lessee having an execution date of TBD, in the event there is an increase in the Treasury Note yields or Interest Rate Swap yields prior to the Date of Acceptance of this Schedule, the Rent stated herein is subject to change pursuant to the terms and conditions of the "Lease Rate Adjustment" section in such proposal.

For the purposes of this Schedule, wherever the defined term "Equipment" is used in the Master Lease it shall be deemed to include the Intangibles listed below, and any language pertaining to Lessor's ownership of Equipment shall not apply to the Intangibles:

Description of Intangibles

Licensed Software: Lightspeed Systems Software

Services:

Soft Costs:

Supplier(s): *Arey Jones Educations Solutions*

Supplier Documentation: *Invoice #*

Any reference herein to "Supplier Documentation" or any Supplier contract is for illustrative purposes only and such documents are not incorporated by reference herein.

Acceptance Date: As per the Certificate of Acceptance

Rent Interval: *Annual*

Base Term: *3 Annual payments; commencing on July 1, 2020*

Rent: *$24,298.96 per year, in advance*

The Intangibles being financed hereunder have been ordered by Lessee from the "Supplier(s)" identified above and are subject to the "Supplier Documentation" as identified above. Lessor and Lessee have agreed that Lessor shall satisfy Lessee's payment obligation of the amounts specified above, upon evidence of acceptance of the Intangibles and any related documentation as Lessor may require, that are payable to the Supplier in connection with the Supplier Documentation (either directly to the Supplier or pursuant to a reimbursement to the Lessee for amounts previously paid to the Supplier), and Lessee shall make rental payments to Lessor as described in this Schedule. This Schedule is separate from, and independent of any Supplier Documentation. For any reimbursements to Lessee, Lessee represents and warrants that (a) Lessee has paid such amounts to the Supplier and has or will provide satisfactory evidence to Lessor of such payments and (b) any licensed products being financed have been made available for use by the Lessee. The grant of security interest in Section (6) of the Master Lease is hereby expanded to provide that Lessee grants Lessor a security interest in any refunds that Lessee may become entitled to receive from the Supplier(s) and grants Lessor a security interest or collateral assignment in the rights with respect to the Intangibles, subject to the prior consent of the Supplier if required by the License Agreement.

Lessee agrees its obligations to pay amounts due under this Schedule to Lessor or Assignee are absolute and unconditional, non-refundable and non-cancelable, and are not subject to any defenses, setoffs or counterclaims of any nature whatsoever, including any claims that it may have against Supplier, regardless of whether or not (i) the Intangibles perform or do not perform in accordance with the Supplier Documentation (ii) Supplier has breached any of its warranties, service obligations or other covenants under the Supplier Documentation, (iii) the licenses granted pursuant to the Supplier Documentation and/or any maintenance, support, or other services provided thereunder have been revoked or otherwise terminated for any reason or (iv) any underlying license agreements have expired or been terminated for any reason. Upon Supplier's delivery of the Intangibles to Lessee, Lessee accepts such Intangibles for the purposes of this Schedule. Any other specific acceptance criteria specified in the Supplier Documentation shall be solely between Lessee and Supplier, and shall in no way affect Lessee's absolute obligations under this Schedule. In the event of any default by Supplier under the Supplier Documentation, Lessee's sole remedy shall be against Supplier**.**

Special Terms for Intangibles:

1. Lease Expiration: Provided no Event of Default has occurred and is continuing**,** the rental obligations of the Lessee shall automatically terminate as of the last day of the Base Term.

2. Additional Remedies: In addition to the Remedies set forth in the Master Lease, Lessor shall have the following rights upon the occurrence of an Event of Default by Lessee: (w) foreclose the security interests in or collateral assignments of the Intangibles and other property granted by Lessee; (x) terminate Lessee's rights in the Supplier Documentation relative to any licensed software and services and demand and receive from Supplier any credits payable under the Supplier Documentation and Supplier shall be entitled to pay to Lessor any such credits; (y) request that Supplier cancel the underlying license agreement as it relates to any licensed software being financed hereunder and cease providing any services financed hereunder and Lessee consents to such actions; (z) demand that Lessee cease its use of the licensed software and services.

Lessee shall, within ten (10) days of a written demand from Lessor, (a) cease its use of any Intangibles financed hereunder; (b) deliver to Lessor a written certification of a duly authorized officer of Lessee to the effect that Lessee has ceased its use of the Intangibles; (c) irretrievably delete and/or remove any licensed software from all computer hardware and storage media; and (d) deliver to Supplier, at Lessee's expense (adequately packaged and insured for safe delivery) or destroy all copies of any licensed software in every form and through an officer of Lessee, certify in writing to Lessor and Supplier that it has taken such actions.

Upon an Event of Default, upon request of the Secured Party, Lessee will assign to Lessor all of Lessee's rights and interests in the Intangibles, subject to the prior consent of the Supplier if required by the License Agreement.

3. Supplier Bankruptcy. In the event of a Supplier bankruptcy, Lessee agrees to take no action toward the termination of this Schedule and shall continue to make payments to Lessor in accordance with the terms of this Schedule. To the extent that the Supplier Documentation grants Lessee an interest in the source code, Lessee shall take all legal action necessary under the United States Bankruptcy Code or otherwise in order to obtain the source code and shall take other actions as necessary to protect its rights to use the licensed software. If Lessee fails to take such action, Lessee hereby appoints Lessor as its attorney-in-fact, coupled with an interest, to take all actions as are necessary to secure Lessee's right to use any licensed software, all at Lessee's sole cost and expense.

IN WITNESS WHEREOF, the parties have caused this Schedule to be executed by their duly authorized officers as of the day and year first set forth above. This Schedule shall incorporate by reference all of the terms and conditions of the referenced Master Agreement

INSIGHT INVESTMENTS, LLC	BURBANK UNIFIED SCHOOL DISTRICT
BY: _____	BY: _____
TITLE: _____	TITLE: _____
DATE: _____	DATE: _____

IF MANUALLY EXECUTED AND NOT SUBSEQUENTLY STORED IN AN ELECTRONIC VAULT, THIS IS COUNTERPART NO. __ OF THREE (3) SERIALLY NUMBERED, MANUALLY EXECUTED COUNTERPARTS OF THIS SCHEDULE. NO SECURITY INTEREST IN THIS SCHEDULE MAY BE CREATED THROUGH THE TRANSFER AND POSSESSION OF ANY COUNTERPART OTHER THAN COUNTERPART NO. 1.

CERTIFICATE OF INCUMBENCY
FOR
MASTER LEASE AGREEMENT NO. 9408 DATED MARCH 3, 2020
BETWEEN INSIGHT INVESTMENTS, LLC AND
BURBANK UNIFIED SCHOOL DISTRICT ("Company")

Effective March 3, 2020, the undersigned officer of the Company certifies to the following:

- I am an officer of the Company having access to the original books and records of said company and I am authorized to make and deliver this certificate.
- The representatives of the Company named below have been duly appointed to and currently hold the position of the Company set forth opposite their name.
- The representatives designated below have been given authority to act on behalf of and to bind the Company with respect to transactions entered into under the above referenced Master Lease Agreement and related Schedules.
- The following are genuine signatures, or authenticated eSignatures, of said representatives or of an individual authorized to sign on behalf of the representative.

NAME OF EXECUTING OFFICIAL (*Official who signs the documents*)	TITLE OF EXECUTING OFFICIAL	SIGNATURE OF EXECUTING OFFICIAL

BURBANK UNIFIED SCHOOL DISTRICT
Attest By:
Title:
Date:
This Certificate must be certified by an officer other than the above-authorized signer(s).

Burbank Unified School District
Technology Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Roberto Jurado, Director of Information Technology and Educational Support
SUBMITTED BY:	Lourdes Moya, Administrative Secretary
DATE:	March 19, 2020
SUBJECT:	Approval of Lease Agreement with Blue Street Capital for Sophos Endpoint Protection (General Fund)

Background:
On June 15, 2017, the Board of Education Approved an Agreement with Nth Generation for CylancePROTECT (General Fund).

Discussion/Issues:
Endpoint protection software, also known as anti-virus, protects district computers from threats like ransomware, viruses, trojans and other malware. It is the last line of defense in order to keep our computers and data safe. The District is currently using CylancePROTECT for endpoint protection on all employee and lab computers. The existing agreement is a three-year contract with an annual cost of $19,760. This agreement will expire on June 30, 2020.

The District has evaluated alternative endpoint protection solutions and received a very competitive proposal for Sophos Intercept X. Sophos Intercept X is an endpoint protection that would provide the district with new features and functionality not currently available with CylancePROTECT:

1. Sophos Intercept X has received the highest security effectiveness rating from both NSS Labs and AV Comparatives in recent tests and has blocked the highest percentage of advanced malware and exploits.

2. Endpoint Detection and Response (EDR) is a feature that provides advanced reporting and visibility when malware is detected on a computer. It allows for the automatic quarantining of infected systems to isolate them from the network and then provides forensic level details into what occurred and how it was stopped.

3. Advanced Ransomware Protection is an included feature which will transparently replace encrypted files with good copies and then block the malware, which significantly speeds recovery time.

4. 7,500 licenses for Advanced Email Security are included for free, to provide better phishing and spam protection for all district employees.

The District recommends that we switch to Sophos Intercept X for endpoint protection.

Fiscal Impact:
The fiscal impact is $57,995.00 over three years. The three-year lease agreement will be invoiced at $19,331.67 annually starting on July 1, 2020. Please see attached lease proposal. This represents a cost savings of $428.33 annually compared to the existing contract for CylancePROTECT.

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the lease agreement between Burbank Unified School District, Blue Street Capital and Softchoice to provide Sophos Endpoint Protection, not to exceed $57,995 (01.0-00000.0-00000-77000-5840-7732000) (General Fund), effective March 20, 2020 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

March 9, 2020

Burbank Unified School District
1900 W. Olive Ave
Burbank, CA 91506

Thank you for choosing Blue Street Capital, LLC for your equipment financing needs. Enclosed are the documents required for the financing of your new equipment and/or software. Should you need any assistance in completing your documentation, please contact our documentation department at 714.316.1180.
Please follow the below instructions in filling out the documents:

- Please sign and date all of the documents where indicated
- Please do not use white out anywhere on the documents, if any mistakes have been made please contact the documentation department. Any documents with white out will not be accepted.
- Please have each Signer verify their name and signature match those listed on their State issued Drivers License.
- Please fax or email a copy of the executed documents to the documentation department or your account executive for review prior to sending in the original documents.

Once the executed documents have been reviewed please overnight all documents to:

Blue Street Capital LLC
Attn: Documentation
2120 Main Street Suite 160
Huntington Beach CA 92648

Please return the following information and return along with your signed documentation:

- Business check payable to Blue Street Capital LLC
- Tax Exemption Certificate (if applicable)
- Copy of Current Driver's License for all Signers and guarantors
- Federal Tax ID:

Upon receipt of the completed documentation Blue Street Capital, LLC will promptly expedite your finance request.

On behalf of Blue Street Capital, we're excited to have you as a customer and look forward to growing our business relationship with you.

Blue Street Capital, LLC
2120 Main Street, Suite 160
Huntington Beach, CA 92648
www.bluestreetcapital.com

MASTER EQUIPMENT FINANCE AGREEMENT

This Master Equipment Finance Agreement (the "Master Agreement") is by and between Blue Street Capital, LLC (including successors and assigns, "Lender" or "We" or "Us" or "Our"), a California limited liability company, with a principal place of business at 2120 Main Street, Suite 160, Huntington Beach, CA 92648 and Burbank Unified School District (including successors and assigns, "Obligor" or "You" or "Your"), a Los Angeles County School District in California , with a principal place of business at 1900 W. Olive Ave, Burbank, CA 91506. You have requested that We finance, for business purposes only, the Equipment, software ("Software"), fee for any Software license ("Software License"), related services ("Services"), and additional items ("Additional Items"), if any, identified in any schedule ("Schedule") to this Master Agreement (collectively, "Financed Items"). Each Schedule shall incorporate by reference all of the terms and conditions of this Master Agreement and shall constitute an independent finance agreement or loan separate from this Master Agreement and all other Schedules and You agree to pay Us as set forth in each Schedule. In the event of a conflict between this Master Agreement and the terms and conditions of a Schedule, the terms and conditions of the Schedule shall govern and control.

1. **COMMENCE DATE.** The Term (defined in Section 2 below) of each Schedule and Your Payment obligations shall begin on the date of Your acceptance of the Equipment and other Financed Items ("Commencement Date"), as evidenced by Your prompt execution and delivery of a Delivery and Acceptance Certificate ("Acceptance Certificate") in a form provided by Us. Each Schedule will continue for the number of Payment Periods (defined in Section 2 below) specified in the Schedule.

2. **Payments, Term, Payment Period and Fees.** The Periodic Installment Payments shown on any Schedule (individually, "Payment", collectively, "Payments"), plus applicable Taxes (defined below), shall be payable in immediately available US funds in installments equal to that number of Periodic Payments shown in the Schedule starting ("First Payment Date") on the 1st day of the month immediately following the Commencement Date (unless the Commencement Date is the 1st day of a month, in which case, the Payment starting date will be the Commencement Date) and, thereafter, on the 1st day of each Periodic Payment Period shown on the Schedule during the Payment Term shown on the Schedule ("Payment Term") until paid in full, adjusted for Our receipt of any Advance Payment shown on the Schedule. Each day between the Commencement Date (if the Commencement Date is not the 1st day of a month) and the First Payment Date is a "Pro-rated Payment Day" and, accordingly, You shall pay Us a "Pro-rated Installment Payment" in an amount equal to the number of Pro-rated Payment Days times 1/30th, if monthly, 1/90th if quarterly or 1/360th if annually of the Payment. You agree to pay when due all taxes (including personal property taxes, if applicable), assessments, levies, imposts, duties and charges, of any kind or nature (collectively, "Taxes"), other than on Our net income, imposed upon the Financed Items or for their use or operation or upon each Schedule or this Master Agreement, plus a $395 administration fee at Schedule end, when invoiced by Us, to cover Our termination costs. You authorize Us to adjust the Payment amount shown above by not more than 20% if the actual total cash cost of the Financed Items differs from the Total Cost shown on the applicable Schedule. You will pay the Payments (as adjusted) when due. At Our option, We may discharge Taxes, liens or other encumbrances at any time levied or placed on or arising with respect to the Financed Items, and You agree to promptly reimburse Us not later than five days following Your receipt of Our request and to pay Us a processing fee for each expense or charge We pay on Your behalf. We may charge You a fee for filing and/or searching costs required under the Uniform Commercial Code ("UCC") or other laws. No later than the date the first Payment is due, You agree to pay Us the Document Fee stated in the applicable Schedule to cover Our closing costs and any Security Deposit and Advance Payment stated in the applicable Schedule. We have the right to apply all sums received from You to any amounts owed to Us under each Schedule as We determine. If for any reason any check of Yours is returned for nonpayment, You will pay Us a bad check charge of $50 or, if less, the maximum charge allowed by law. We may make a profit on any fees and other charges paid under any and all Schedules.

3. **SECURITY INTEREST:** You grant Us a security interest in the Equipment, and any other Financed Items referenced on each Schedule, and in all attachments, accessories, additions, substitutions, products, replacements, and proceeds (including insurance proceeds) thereto, including without limitation, all Your rights in the Software granted under any Software License, all rights to payment under any Software License, any Services fees, and any Additional Items and all proceeds of the foregoing to secure all amounts You owe Us under each Schedule, this Master Agreement and any other agreement with Us, and You authorize Us to file a financing statement (UCC-1) to show Our interest. You will not change Your jurisdiction or name of Your organization or headquarters without providing prior written notice to Us so that We may amend or file a new UCC-1. You will notify Us in writing within 30 days if Your jurisdiction of organization revokes or terminates Your existence.

4. **FINANCED ITEMS; WARRANTY DISCLAIMERS**: You have elected to finance the Financed Items, including but not limited to (if applicable) training, installation, maintenance, custom programming, technical consulting and support services. Ownership of any Software licensed to You shall remain with the licensor and Your rights with respect to such Software shall be governed by the Software License between You and the licensor, which shall not be affected by this Master Agreement or the applicable Schedule. Any Financed Items services shall be performed by a service provider unrelated to Us. IN NO EVENT

SHALL WE OR ANY ASSIGNEE HAVE ANY OBLIGATION TO PERFORM ANY FINANCED ITEMS SERVICES, AND ANY FAILURE OF SUCH SERVICES PROVIDER(S) TO PROVIDE ANY SUCH SERVICES FINANCED HEREUNDER SHALL NOT EXCUSE YOUR OBLIGATIONS TO US OR ANY ASSIGNEE. WE AND ANY ASSIGNEE SHALL NOT BE LIABLE TO YOU FOR ANY LIABILITY, CLAIM, LOSS, DAMAGE OR EXPENSE OF ANY KIND OR NATURE CAUSED BY ANY FINANCED ITEMS. You acknowledge and agree that Your sole remedy in the event of (a) a breach of the Software License, (b) a failure of the Financed Items to perform as warranted by any Financed Item provider, or (c) any other dispute or default under the Software License or any related Financed Item services arrangement shall be against Financed Item provider, and You shall have no right to withhold or refuse to make any Schedule payments, even if the separate agreements under which you acquired the Software License or other Financed Items provide for the possibility of offset, refund or suspension of payment, or the licenses granted under the Software License and/or Services provided thereunder have been revoked or otherwise terminated for any reason whatsoever. **YOU AGREE THAT YOU HAVE SELECTED THE FINANCED ITEMS PROVIDER(S) AND THE FINANCED ITEMS BASED UPON YOUR OWN JUDGMENT AND YOU DISCLAIM ANY RELIANCE UPON ANY STATEMENTS OR REPRESENTATIONS MADE BY US. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF ANY OF THE FINANCED ITEMS. THE SOFTWARE LICENSOR AND OTHER FINANCED ITEMS PROVIDERS ARE NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF THE SOFTWARE LICENSOR AND FINANCED ITEM PROVIDERS, AND NOTHING THE SOFTWARE LICENSOR OR ANY FINANCED ITEM PROVIDER STATES CAN AFFECT YOUR OBLIGATION UNDER ANY SCHEDULE OR THIS MASTER AGREEMENT. WE AND ANY ASSIGNEE MAKE NO WARRANTIES, EXPRESS OR IMPLIED AS TO THE FINANCED ITEMS COVERED BY THE SOFTWARE LICENSE OR ANY FINANCED ITEMS SERVICES AGREEMENT AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR AS TO ANY PATENT, TRADEMARK OR COPYRIGHT INFRINGEMENT, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, OR ANY OTHER ISSUE IN REGARD TO THE FINANCED ITEMS. YOU ACKNOWLEDGE AND AGREE THAT YOU HAVE READ AND RECEIVED EACH SOFTWARE LICENSE RELATED TO THE SOFTWARE UNDER THE APPLICABLE SCHEDULE. YOU WILL USE THE SOFTWARE IN ACCORDANCE WITH THE TERMS OF EACH SUCH SOFTWARE LICENSE. YOU EXPRESSLY ACKNOWLEDGE AND AGREE THAT WE HAVE NOT ASSUMED ANY OF THE PRODUCT LICENSOR'S OBLIGATIONS UNDER ANY SOFTWARE LICENSE OR OTHER AGREEMENT AND THAT WE SHALL HAVE NO LIABILITY AND YOU SHALL HAVE NO REMEDY AGAINST US FOR THE PERFORMANCE OF THE LICENSOR'S OBLIGATIONS UNDER ANY SOFTWARE LICENSE OR OTHER AGREEMENT.** In the event of any breach or default under the Software License, Your sole remedy shall be against the licensor under the Software License. You further agree that in the event there is a conflict between the terms of the Software License and this Master Agreement or any Schedule, the terms of this Master Agreement or the relevant Schedule shall prevail with respect to Your obligations under, as applicable, this Master Agreement or the Schedule.

5. **TITLE TO THE FINANCED ITEMS.** You will keep the Financed Items free of all liens and encumbrances. In connection with any Software License, the Software licensor shall be the owner and hold title to the Software; You are the licensee and/or sub-licensee of the licensed Software. For Services included in a Schedule You acknowledge that those Services either, were performed or will be performed in accordance with Your underlying agreement with the Services provider and that ownership and underlying rights to those Services shall not dilute Our rights hereunder. You represent and warrant that You have valid legal title to the Equipment, free and clear of any liens or encumbrances other than arising through Us. You will not move the Financed Items from the Financed Items address stated in any Schedule without Our prior written consent not to be unreasonably withheld. You will abide by all applicable laws regarding the Financed Items including but not limiting to titling and registration laws.

6. **INSURANCE, LOSS OR DAMAGE.** Effective upon shipment of the Equipment and other Financed Items, as applicable, to You with respect to each Schedule You shall bear the entire risk of loss, disappearance, confiscation, requisition, theft, unavailability for use for whatever reason and destruction of or damage to the Equipment and other Financed Items (collectively, "Loss") and shall continue to pay the amounts due and to become due under each Schedule without offset or defense if the Financed Items are subject to a Loss. During the Term of each Schedule, You shall, at your expense, (i) insure the Equipment and other Financed Items, as applicable, against all loss, theft, mysterious disappearance, confiscation, requisition, damage or destruction for their full replacement value naming Us as sole loss payee and (ii) obtain third-party general liability insurance (covering death and personal injury) with a minimum limit of $1 million combined single limit per occurrence (or such other amount as We reasonably request) and third-party property damage insurance, naming Us as an additional insured, with insurers reasonably accepted to Us. No policy can be canceled, invalidated or altered with respect to Our interests without thirty (30) days prior notice to Us. You appoint Us as its attorney in fact to make claims, receive payments, sign documents and endorse checks in connection with the insurance. You will promptly deliver written evidence of insurance satisfactory to Us upon request (in no event later than thirty (30) days of any request), or We will have the right, but not the obligation, to obtain insurance in such forms and amounts as We deem reasonable to protect Our interests, and You agree that such insurance: (a) will not name You as an insured; (b) may not fully protect Your interest; and (c) will obligate You to pay to Us insurance charges that include (i) a premium,

which may be higher than a premium from Your carrier, (ii) billing and processing fees, and account management charges, (iii) a finance charge of up to 1.5% per month on premium advances, and (iv) profits for both Us and its agents. We will discontinue such insurance charges when You provide satisfactory evidence of insurance. In the event of loss or damage, You shall promptly notify Us and shall, at Our option, (i) place the Equipment and Financed Items in good condition and repair, or (ii) replace the Equipment and Financed Items with lien-free equipment and, as and if applicable, other items of the same model, type and configuration in which case the applicable Schedule shall continue in full force and effect and title, free and clear of all liens (except Ours), claims and encumbrances, in such replacement equipment or (iii) pay Us the present value (computed by Us using a two percent (2%) per annum discount interest rate) of the remaining Payments.

7. **OBLIGATIONS.** You agree that Your obligations to pay all amounts due under each Schedule are absolute and unconditional and shall not be subject to any defense, setoff, or counterclaim that You may have against licensor, supplier or other provider of the Financed Items, regardless of whether or not (a) the licensor, supplier or other provider has breached any warranty, representation or other covenant under the Software License, any Services agreement or any other agreement with You, (b) the license(s) granted under the Software License have been revoked or otherwise terminated for any reason whatsoever, (c) the Software License has expired or been terminated for any reason whatsoever, or (d) any other failure on the part of a licensor, supplier or other provider of any Financed Items. Accordingly, in the event of any breach or default under the Software License, any Services agreement or other agreement, Your sole remedy shall be against applicable Financed Items licensor, supplier or other provider under that Software License, Services agreement or other agreement and You shall have no right to withhold or otherwise not to make any Payment required under any Schedule. You agree that We may inspect the Financed Items at Your site during normal business hours upon Our reasonable advance notice to You and You agree to make the Financed Items available for Our inspection. You hereby waive any grace period, demand, presentment for payment, notice of dishonor or default, notice of intent to accelerate, notice of acceleration and diligence in collecting and taking any legal action in connection therewith. You must receive written consent from Us before any permitted early termination or restructuring of the Financed Items that result in a reduction to the amounts payable. Any resulting credit or refund from any Financed Items provider shall be given to Us and applied to Your account. You hereby irrevocably direct any Financed Items provider to provide such credit or refund directly to Us and authorize Us to contact the Financed Items provider to request such credit or refund.

8. **DEFAULT AND REMEDIES:** You will be in default if: (a) You do not pay any Payment or other sum due to Us when due or if You fail to perform in accordance with the covenants, terms and conditions of this Master Agreement, any Schedule or any other agreement with Us or any of Our affiliates or any material agreement with any other entity, including but not limited to the Software License, (b) You or any guarantor of Your obligations of any Schedule ("Guarantor") makes or has made any false statement or misrepresentation to Us, (c) You or any Guarantor dies (if an individual), dissolves or terminates existence, (d) there has been a material adverse change in Your or any Guarantor's financial, business or operating condition, (e) any Guarantor defaults under or repudiates any guaranty for this Master Agreement or any Schedule, (f) You or any Guarantor reorganizes or merges with any other entity or transfer all or a substantial part of Your, or any Guarantor's, as applicable, ownership interests or assets without Our prior written consent, or (g) a default occurs under any Software License, any other Financed Items Services agreement, any other Financed Items agreement or arrangement or other related agreement. If any Payment or other amount due hereunder is more than 5 days overdue, You agree to pay a late charge of the greater of 10% of the late amount or twenty-six dollars ($26.00), or, if less, the maximum charge allowed by law. If You are ever in default, at Our option, We can terminate this Master Agreement and/or any or all Schedules and require that You pay the unpaid balance of any or all Schedules, including any future Payments to the end of the original Payment Term of any or all Schedules, discounted, as of the date of payment to Us, to present value at the rate of 2% per annum. In addition to all other rights and remedies as provided for herein, upon Your default, We may terminate this Master Agreement and/or any or all Schedules and/or, in Your name, terminate or cause the termination of all licenses for the Software and/or any Financed Items related support or services. Concurrently and cumulatively, We may also use any or all of the remedies available to Us under Article 9 of the UCC and any other law, including requiring that You: (a) deliver the Financed Items, as applicable, to Us to a location We specify and (b) immediately stop using any Software and Services and/or other Financed Items as We direct, regardless of whether You are in default of Your obligations under the Software License, any Services agreement or otherwise. In such event You shall, at Our option, deliver to Us certification executed by Your duly-authorized officer that You have ceased, as applicable, Your use of the Financed Items. We may recover default interest on any unpaid amount at the rate of 12% per year, not to exceed the maximum rate permitted by law. In the event You are in default and You are entitled to transfer the right to use the Software to any third party, You hereby agree to transfer any such right to use the Software to any third party selected by Us in writing and acknowledge that You shall have no right to fees payable by any third party in connection with such transfer. In addition, We will have the right, immediately and without notice or other action, to set-off against any of Your liabilities to Us any money, including depository account balances, owed by Us to You, whether or not due. In the event of any dispute or enforcement of rights under this Master Agreement or any Schedule or any related agreement, You agree to pay Our reasonable attorney's fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. If We have to take possession of the Financed Items, or any portion thereof, You agree to pay the costs of repossession. **YOU AGREE THAT WE WILL NOT BE**

RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE. Any delay or failure to enforce Our rights under this Master Agreement or any Schedule will not prevent Us from enforcing any rights at a later time. You agree that Your rights and remedies are governed exclusively by this Master Agreement and the applicable Schedule(s). If interest is charged or collected in excess of the maximum lawful rate, We will refund such excess to You, which will be Your sole remedy.

9. **REPRESENTATIONS**. You represent and warrant to Us that: (a) You are an entity duly organized, validly existing and in good standing under applicable state or jurisdictional law; (b) each Schedule when executed, and this Master Agreement, is genuine, legal, valid and binding obligation of Yours, enforceable against You in accordance with their terms, subject to applicable bankruptcy and other similar laws affecting creditors' rights generally, and the execution, delivery and performance of each Schedule and this Master Agreement will not violate or create a default under any law (including any applicable usury law), regulation, judgment, order, instrument, agreement or charter document binding on You or Your property; (c) each Schedule and this Master Agreement has been duly authorized, executed and delivered by You; (d) each signatory of each Schedule and this Master Agreement on behalf of You has the authority to bind You to each Schedule and this Master Agreement; (e) You have read and accepted the terms and conditions of any Software License and any other Financed Items services agreement and each Schedule and this Master Agreement; and (f) the financial statements and other information, if any, furnished to Us are and will be materially true and correct and prepared in accordance with generally accepted accounting principles consistently applied.

10. **ASSIGNMENT**: YOU HAVE NO RIGHT TO ASSIGN, LEASE OR IN ANY WAY DISPOSE OF ALL OR ANY OF YOUR RIGHTS OR OBLIGATIONS UNDER OR TO THIS MASTER AGREEMENT OR ANY SCHEDULE, THE FINANCED ITEMS OR (III) ANY SOFTWARE LICENSE OR SERVICES AGREEMENT, without Our prior written consent. We may sell, assign, or transfer this Master Agreement and/or any or all Schedules, or any part hereof or interest herein, or grant a security interest with respect thereto, without notice to, or consent from, You to an affiliate or third-party (including any subsequent assignee, "Assignee"). You agree that if We so sell, assign or transfer (collectively; Transfer") this Master Agreement and/or any or all Schedules, Our Assignee will have the same rights and benefits that We have now and will not have to perform any of Our obligations. You agree that Our Assignee will not be subject to any claims, counterclaims, recoupment rights, defenses, or offsets that You may have against Us or any Financed Items provider. You shall cooperate with Us in executing any documentation reasonably required by Us or any Assignee to effectuate any such Transfer. This Master Agreement and each Schedule shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

11. **INDEMNIFICATION.** You are responsible for any losses, damages, penalties, claims, suits and actions (collectively, "Claims"), whether based on a theory of strict liability or otherwise caused by or related to (a) the manufacture, installation, licensing, use, ownership, financing, possession, or delivery of the Financed Items or (b) any defects in the Financed Items. You agree to reimburse Us for and if We request, to defend Us against, any Claims, except for Claims caused by Our gross negligence or willful misconduct. Nothing contained herein shall operate as a waiver by You of any claims, rights, or remedies You may have against the supplier, provider or the manufacturer of the Financed Items

12. **INFORMATION. YOU AUTHORIZE US OR ANY OF OUR AFFILIATES TO OBTAIN CREDIT BUREAU REPORTS, AND MAKE OTHER CREDIT INQUIRIES THAT WE DETERMINE ARE NECESSARY. UPON REQUEST, YOU SHALL PROMPTLY PROVIDE US UPON REQUEST WITH FINANCIAL INFORMATION WE DEEM REASONABLY NECESSARY TO DETERMINE YOUR FINANCIAL CONDITION, INCLUDING, WITHOUT LIMITATION, TAX RETURNS AND COMPILED, REVEIWED OR AUDITED FINANCIAL STATEMENTS. YOU REPRESENT AND WARRANT THAT ALL SUCH FINANCIAL STATEMENTS OR OTHER FINANCIAL INFORMATION WILL BE PREPARED WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES AND ACCUARATELY PRESENT YOUR FINANCIAL POSITION AS OF THE DEATES GIVEN. YOU ACKNOWLEDGE THAT WITHOUT FURTHER NOTICE WE AND ANY ASSIGNEE MAY USE OR REQUEST ADDITIONAL CREDIT BUREAU REPORTS TO UPDATE OUR OR ITS INFORMATION SO LONG AS YOUR OBLIGATIONS TO US OR ANY ASSIGNEE ARE OUTSTANDING.**

13. **ELECTRONIC TRANSMISSION AND COUNTERPARTS.** A fax or electronically transmitted version of the Master Agreement and any Schedule, when received by us, shall be binding on You for all purposes as if originally signed. Any Schedule or this Master Agreement is not binding on us until We sign it. The parties agree that the original hereof for enforcement and perfection purposes, and the sole "record" constituting "chattel paper" under the UCC, is the paper copy hereof bearing (i) the original or a copy of either your manual signature or an electronically applied indication of your intent to enter into this Agreement, and (ii) our original manual signature.

14. **CHOICE OF LAW.** This Master Agreement and each Schedule shall be governed by the laws of California, unless such agreement is assigned by us to a third party whose principal place of business is located in another state, in which case the assigned Schedule(s) shall be governed by the laws of the state in which the assignee maintains its principal place of business, without regard to conflict of laws principles. (b) Jurisdiction. You consent to the jurisdiction of any local, state or federal court located within California, unless the Schedule is assigned by us to a third party whose principal place of business is located

in another state, in which case you hereby consent to personal jurisdiction and venue the federal or state courts of such state. You hereby waive transfer of venue. (c) Jury Trial. YOU EXPRESSLY WAIVE TRIAL BY JURY AS TO ALL ISSUES ARISING OUT OF OR RELATED TO THIS MASTER AGREEMENT AND ANY SCHEDULE.

15. **ENTIRE AGREEMENT.** The Master Agreement and each Schedule constitutes the entire agreement between You and us with respect to that Schedule and supersedes all prior agreements and understandings pertaining to that Schedule.

16. **MISCELLANEOUS.** (a) Enforceability. If any provision of this Master Agreement or any Schedule is unenforceable, illegal or invalid, the remaining provisions shall continue to be effective. (b) Amendment. This Master Agreement or any Schedule may not be modified or amended except by a writing signed by You and us. You agree, however, that We are authorized, without notice to You, to supply missing information or correct obvious errors in this Master Agreement and any Schedule. (c) Notice. All notices and consents shall be in writing and shall be delivered to the appropriate party personally, by national overnight courier, by facsimile, by electronic e-mail transmission or by certified US mail, postage prepaid, at its address shown herein or to such other address as directed in writing by the applicable party reasonably in advance. (d) Prepayment. Schedule prepayment or early termination is not permitted except at such time and on such terms and conditions as We may agree in writing. (e) Patriot Act. To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. If applicable with respect to this Master Agreement and any Schedule, when You enter into a transaction with us, or at a later time, We, or any Assignee, may ask for, in addition to Your business name and address provided above, such other information as deemed necessary to identify You and substantiate Your business identity, and, in this regard, You agree to promptly provide such information. (f) Unconditional Payment Obligation. YOUR OBLIGATION TO PAY ALL PAYMENTS AND OTHER AMOUNTS DUE UNDER ANY SCHEDULE IS ABSOLUTE, UNCONDITIONAL AND NONREFUNDABLE, AND SHALL NOT BE SUBJECT TO ANY ABATEMENT, REDUCTION, SETOFF, DEFENSE, CLAIM, COUNTERCLAIM, INTERRUPTION, DEFERMENT OR RECOUPMENT, FOR ANY REASON WHATSOEVER, INCLUDING, WITHOUT LIMITATION, ANY CLAIM THAT ANY SOFTWARE LICENSOR OR OTHER FINANCED ITEM PROVIDER FAILED TO PERFORM, OR HAS BREACHED ANY OF ITS REPRESENTATIONS OR WARRANTIES OR COVENANTS, AS APPLICABLE, UNDER THE LICENSE OR FINANCED ITEM AGREEMENT OR THE EXPIRATION, REVOCATION OR TERMINATION IN WHOLE OR IN PART, AS APPLICABLE, OF THE LICENSE OR FINANCED ITEM AGREEMENT FOR ANY REASON and/or any related Services agreement has been revoked or otherwise terminated. (g) Purchase Orders. You agree that any purchase orders issued by You in conjunction with this Master Agreement or any Schedule are issued solely for Your administrative purposes and no terms or conditions contained the purchase order will change or modify the terms and conditions of this Master Agreement or any Schedule. (h) You agree that providing a telephone number to a cellular or other wireless device, you are expressly consenting to receiving communications from Us, our affiliates and agents (for non-marketing purposes) at that number, including, but not limited to, prerecorded and artificial voice messages, text messages, and calls from automated telephone dialing systems; these calls may incur fees from your cellular provider; and this consent applies to each telephone number you provide to us now or in the future. (i) You and any other person who You control, own a controlling interest in, or who owns a controlling interest in or otherwise controls You in any manner, including, without limitation, any person who executes this Master Agreement or any related documents hereto on Your behalf ("Representatives"), are and will remain in full compliance with all laws, regulations and government guidance concerning foreign asset control, trade sanctions, embargoes, and the prevention and detection of money laundering, bribery, corruption, and terrorism, and neither You nor any of Your Representatives is or will be listed in any Sanctions-related list of designated persons maintained by the U.S. Department of Treasury's Office of Foreign Assets Control or successor or the U.S. Department of State. You shall, and shall cause any Representative to, provide such information and take such actions as are reasonably requested by Us in order to assist Us in maintaining compliance with anti-money laundering laws and regulations.

BLUE STREET CAPITAL LLC. ("Lender")	**Burbank Unified School District ("Obligor")**
_____	**3/9/2020**
Authorized Signature Date:	Authorized Signature Date:
Nicholas Whittemore, President	**Debbie Kukta, Assistant Superintendent of Administrative Services**
Print Signer's Name and Title	Print Signer's Name and Title

CERTIFICATE OF INCUMBENCY of
Burbank Unified School District

RE: Master Equipment Finance Agreement No. 26896 ("MEFA") between Blue Street Capital, LLC as Lender, and **Burbank Unified School District** as Obligor (the "Company"), and all documents related thereto.

I hereby certify that (i) I am the _____ of the Company; and (ii) the Company is a organized under the laws of **California**. I further certify that the person(s) listed below has/have the title(s) as designated below and that the signature(s) appearing below is/are the genuine signature(s) of such person(s). Such person(s) has/have the power and authority to execute any and all documents on behalf of the Company relating to the above-referenced Master Equipment Finance Agreement ("MEFA") entered into and to bind the Company to perform in accordance with the terms thereof. This Certificate shall constitute a continuing authority to the designated individual(s) to act on behalf of the Company. Lender is authorized to rely upon this Certificate and statements contained herein until Company has given written notice to Lender specifically revoking this Certificate, provided no such revocation shall in any manner affect the obligations of Company to Lender under the Agreements entered into by the parties prior to the receipt by Lender of such written notice of revocation.

NAME	TITLE	SIGNATURE
Debbie Kukta	Assistant Superintendent of Administrative Services	

_____ of
Burbank Unified School District

By: _____
Signature

Name: _____
Print or Type

Date: March 9, 2020

SCHEDULE ("SCHEDULE") NUMBER: 12729 DATED: March 9, 2020 TO MASTER EQUIPMENT FINANCE AGREEMENT ("MASTER AGREEMENT") NUMBER: 26896 DATED: 03/09/2020 BETWEEN BLUE STREET CAPITAL, LLC. AND **OBLIGOR REFERENCED BELOW**.

OBLIGOR		**LENDER**	
Name:	Burbank Unified School District	Name:	Blue Street Capital, LLC
Address:	1900 W. Olive Ave Burbank, CA 91506	Address:	2120 Main Street, Suite 160 Huntington Beach CA 92648
Attention:		Attention:	
Phone Number:	(818) 729-4400	Phone Number:	(714) 316-1180
Fax Number:		Fax Number:	(714) 960-0200
Federal ID:		Email:	

DEPOSIT/ADVANCE PAYMENT/ FEE

Advance Payment: $19,331.67, consisting of Payment(s) plus applicable Taxes payable monthly

Document Fee: $595.00

TERM/PAYMENT SCHEDULE

Term 3 ( ) Months ( ) Quarters (X) Annual ("Payment Period")

Payment $19,331.67, Annual("Periodic Installment Payment")
3 Annual payments beginning 7/1/2020.

Total Amount Financed: $57,995.00

LOCATION OF FINANCED ITEMS
Location (if different from above Obligor address):
1900 W Olive Ave, Burbank CA 91506

FINANCED ITEMS: **SEE ATTACHMENT A**

MASTER AGREEMENT INCORPORATION: All of the terms, conditions, representations and warranties of the Master Agreement are incorporated herein by reference and made a part of this Schedule as if expressly set forth in this Schedule, which Obligor hereby re-affirms by Obligor's signature below, and this Schedule constitutes a separately enforceable and independent finance agreement with respect to the Financed Items described above. Capitalized terms not defined in this Schedule shall have the meanings ascribed to them in the Master Agreement.

AGREED AND ACCEPTED BY

LENDER: Blue Street Capital, LLC

BY:_____

NAME: Nicholas Whittemore

TITLE: President

DATE:_____

AGREED AND ACCEPTED BY

OBLIGOR: Burbank Unified School District

BY:_____

NAME: Debbie Kukta

TITLE:Assistant Superintendent of Administrative Services

DATE: March 9, 2020

Rev 02.19.19

BLUE STREET CAPITAL

DELIVERY & ACCEPTANCE CERTIFICATE
MASTER EQUIPMENT FINANCE AGREEMENT No. 26896
SCHEDULE TO MASTER EQUIPMENT FINANCE AGREEMENT No. 12729

We, as Obligor, certify that the Equipment, Licensed Software and, as applicable, Services (the "Financed Items") listed below have been furnished, that delivery and installation has been fully completed and is satisfactory and unconditionally accepted by us. Further, all conditions and terms of the Master Equipment Finance Agreement and the Schedule thereto ("MEFA") referenced above, between Lender and Obligor, have been reviewed and acknowledged. Upon our signing below, our promises in the MEFA are irrevocable and unconditional in all respects. We understand and agree that Lender has paid (or is obligated to pay) for the Financed Items due to the applicable provider(s) ("Provider(s)"). Capitalized Terms not defined herein shall have the meanings ascribed to them in the MEFA. A FACSIMILE OR ELECTRONICALLY (EMAIL) TRANSMITTED COPY OF THIS DOCUMENT WITH SIGNATURE SHALL BE CONSIDERED TO BE AN ORIGINAL.

Provider(s):	Financed Items
See Attachment A	See Attachment A

together with all replacements, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.

Date of Acceptance:

Burbank Unified School District
Obligor (Insert company/obligor name above

X _____
Signature

Print Name: Debbie Kukta

Assistant Superintendent of Administrative Services
Title

Rev 07.12.17

ATTACHMENT A
To
Schedule No. 12729

SUPPLIERS:
Softchoice Corporation, 173 Dufferin Street Suite 200, Toronto, Ontario M6K 3H7

FINANCED ITEMS COSTS AND DESCRIPTION
Softchoice Corporation Per Quote# 8960979

Obligor: **Burbank Unified School District**

By: _____
Signature
Name: **Debbie Kukta**
Title: **Assistant Superintendent of Administrative Services**

BLUE STREET CAPITAL

AUTHORIZATION FOR AUTOMATIC PAYMENTS

AGREEMENT #12729

1. ("Customer") hereby authorizes and requests Blue Street Capital, LLC or its assignees ("Creditor") to initiate debit entries ("withdrawals") from the account indicated below and to transfer the withdrawn funds in accordance with the following instructions. The name on the account must reflect the same information as stated in the signed Transaction(s) documents.

2.

The withdrawals shall be made from: _ Checking Savings	Please indicate type of account: _ Business Personal
Bank Name:	
City: State: Zip:	
Account Number:	
ABA Number *(obtain this number from your bank):*	

ON A SEPARATE PAGE, PLEASE PROVIDE A VOIDED CHECK COPY FOR ACCOUNT VERIFICATION.

3. The withdrawn funds shall be transferred to Creditor for application to all lease, loan or other obligations of Customer to Creditor ("the Transaction(s)").
4. The amount of each withdrawal shall be an amount equal to each scheduled payment periodically due on the Transaction(s), plus any applicable taxes and other amounts due and owing in connection with the Transaction(s) at the time of such withdrawal.
5. The first withdrawal shall be made on or after the first payment due date. Thereafter, withdrawals shall be made on each payment due date of the Transaction(s) (the "Due Date(s)"). Notwithstanding the foregoing, Customer acknowledges that Creditor will not make a withdrawal of the amount due in connection with any purchase option(s) and that Creditor will bill Customer for such payment.
6. If the Due Date falls on a Saturday, Sunday or legal holiday, withdrawals shall be made on the following business day. If there are insufficient funds in the account described above to make any preauthorized debit, Creditor may refuse to make the automatic debit, in which case, Customer agrees to separately make payment of the amount then due. Customer agrees to pay all fees on the account resulting from the automatic debits, including the amount of any resulting overdraft and any overdraft / NSF charges.
7. Customer acknowledges and agrees that Creditor may cancel this automatic withdrawal service at any time upon five (5) days written notice to Customer. Otherwise, this authorization shall remain in full force and effect until Creditor has received written notification from Customer that Customer wishes to revoke this authorization. Customer understands that Creditor requires five (5) days prior notice in order to cancel this authorization. If the approval for the Transaction(s) required that payments be made by automatic withdrawal, this authorization shall remain in full force and effect for so long as any amounts remain owing on the Transaction(s) or until Creditor gives its prior written consent to a termination hereof.

Dated this _____day of_____, 2020.

Burbank Unified School District
Customer

X
Signature

Debbie Kukta Assistant Superintendent of Administrative Services
Print Name Title

ADDRESS FOR ALL NOTICES:
2120 Main Street, Suite 160
Huntington Beach, CA 92648

BLUE STREET CAPITAL

Insurance Authorization

****Please forward to your Insurance Agent**

Lender: Blue Street Capital, LLC
2120 Main Street, Suite 160
Huntington Beach, CA 92648

RE: See Attachment "A"

Our insurance carrier/representative is:

Agent Name: _____
Company Name: _____
Address: _____
City, State & Zip: _____
Phone: _____
Fax or Email: _____

We have entered into a lease/equipment financing agreement with Blue Street Capital LLC ("") under which the Lender will lease/finance the property described in the attached Attachment "A". In accordance with our obligations please provide Blue Street Capital with evidence of insurance including:

1. Lender to be named as "Additional Insured". The following statement shall appear: "Should any of the above described policies be canceled, invalidated, or altered, the issuing company will mail thirty (30) days prior written notice to the named certificate holder."

2. Evidence of Insurance in the form of binder(s) is acceptable until formal certificates can be issued. Mail or deliver binder(s) to Lender address above.

3. Property Insurance
    a. "All Risk" physical damage insurance.
    b. Reference to Lease No. 12729 between Lender and the undersigned Obligor and a description of the covered equipment and related items (the "Financed Items") should be included.
    c. Limits: The full replacement value of the Product but not less than **$57,995.00**
    d. Endorsement naming the **LENDER AND/OR ITS ASSIGNEE(S)** as Loss Payee.
    e. Endorsement giving the Lender and any assignee of the Lender thirty (30) days prior written notice of any cancellation, invalidation, or alteration of any coverage.

4. Public Liability
    a. General liability insurance.
    b. Limits: Bodily injury: $1,000,000 per occurrence. Property damage: $250,000 per occurrence. Combined Single Limit: $1,000,000. Products and/or completed operations, and blanket contractual liability to be included.
    c. Endorsement naming the **LENDER AND/OR ITS ASSIGNEES** as Additional Insured.
    d. Endorsement giving Lender thirty (30) days prior written notice of any cancellation, invalidation or alteration of any coverage.

All premiums and other costs associated with the above insurance coverage are the total responsibility of the Obligor.
Financed Items will be located at: **1900 W Olive Ave, Burbank CA 91506** (Equipment/Soft Costs Items Location)

Obligor: **Burbank Unified School District**

By: _____
Signature
Name: Debbie Kukta
Title: Assistant Superintendent of Administrative Services

Softchoice Corporation
314 W Superior Street, Ste 400
Chicago, IL, 60654

Sales/Order desk
Phone: (800) 268-7638 Fax: (800) 268-7639

Quote	8960979
Date	05-Mar-2020

QUOTE

Ship To: 1050338

BURBANK UNIFIED SCHOOL DISTRICT
1900 WEST OLIVE AVENUE
BURBANK, CA 91506

Attn: ROBERTO JURADO

Bill To: 1050338

BURBANK UNIFIED SCHOOL DISTRICT
1900 WEST OLIVE AVENUE
BURBANK, CA 91506

Attn: ROBERTO JURADO

All currency in this quote is in US dollars.

Quote Prepared For	Roberto Jurado Phone: (818) 729-3405 Fax:
Quote Sent By	Braeden Carr Braeden.Carr@softchoice.com Phone: (312) 260-9890 x323244 Fax: (800) 268-7639

Comments:
Sophos

Item #	Mfg Sku #	Description	Qty	Unit Price	Extended Price
MEMO		3 Year Sophos			
MEMO		End Date: 7/1/2023			
MEMO					
VW9485	CAEK3ESCU	SOPHOS CENTRAL INTERCEPT X ADVANCED WITH EDR - COMPETITIVE UPGRADE SUBSCRIPTION LICENSE (3 YEARS) - 1 USER - ACADEMIC, VOLUME - 1000-1999 LICENSES - WIN, MAC E-DOWNLOAD Normal Subscrip.	1950	$29.39	$57,310.50
MEMO					
MEMO					
WD1899	CAEK0ETCU	CENTRAL INTERCEPT X ADVANCED WITH EDR -1000-1999 USERS - 1 MOS EXT - EDU - COMP UPG E-DOWNLOAD Normal Subscrip.	5850	$0.00	$0.00
MEMO		(Order Quantity = 1,950 x 3 months)			
MEMO					
MEMO					
WD5211	CSIG3ESAA	CENTRAL INTERCEPT X ADVANCED FOR SERVER WITH EDR -50-99 SERVERS - 36 MOS - EDU E-DOWNLOAD Normal Subscrip.	50	$13.69	$684.50
MEMO					
MEMO					
WD5198	CSIG0ETAA	CENTRAL INTERCEPT X ADVANCED FOR SERVER WITH EDR -50-99 SERVERS - 1 MOS EXT - EDU E-DOWNLOAD Normal Subscrip.	150	$0.00	$0.00
MEMO		(Order Quantity = 50 x 3 months)			
MEMO					
MEMO					
WD0420	CAMM3CSAA	CENTRAL EMAIL ADVANCED -5000+ USERS - 36 MOS E-DOWNLOAD Normal Subscrip.	7500	$0.00	$0.00
MEMO					
MEMO					
MEMO					

Softchoice Corporation
314 W Superior Street, Ste 400
Chicago, IL, 60654

Sales/Order desk
Phone: (800) 268-7638 Fax: (800) 268-7639

Quote	8960979
Date	05-Mar-2020

QUOTE

Item #	Mfg Sku #	Description	Qty	Unit Price	Extended Price
WD0415	CAMM0CTAA	CENTRAL EMAIL ADVANCED -5000+ USERS - 1 MOS EXT E-DOWNLOAD Normal Subscrip.	22500	$0.00	$0.00
MEMO		(Order Quantity = 7,500 x 3 months)			
				SUB TOTAL	**$57,995.00**
				DELIVERY:Economy	NO CHARGE
All currency in this quote is in US dollars.				**TOTAL - USD**	**$57,995.00**
				Estimated Monthly Lease Payment $1,786 per month*	

*Please note that the estimated monthly payment shown above is an option based on a 36 month term with a USD$1.00 buyout at the end of the term. Fair market value buyout and monthly payments may vary depending on your creditworthiness as determined by Softchoice. 1 and 2 year Service Agreements, Subscriptions, License and Support contracts are not eligible for 36 month payment plans; 12 or 24 month payment options may be available upon request. Shipping and applicable taxes are not included in the above estimate. Payment options in the United States of America are in US Dollars and not billable in other currencies. All monthly lease payment options are subject to credit approval and execution of a lease contract.

Pricing, availability and special offers are subject to change at any time.
Softchoice Corporation is legally obligated to collect fees levied under the Electronic Waste Recycling Fee Program (California State Board of Equalization) associated with the transaction(s) listed on this document

This purchase is subject to Softchoice's online terms of sale, unless you have a separate purchase agreement signed by both your company and Softchoice, in which case, that separate agreement will govern. Softchoice's terms of sale can be found at:
http://m.softchoice.com/files/pdf/terms/TermsAndConditionsForProductPurchases.pdf

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BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	March 19, 2020
SUBJECT:	Adoption of the Proposed 2020-2021 Instructional Calendars for Monterey High School

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Background
The 2020-2021 Monterey High School Calendar has been reviewed at the site level. The calendar serves as a mechanism to inform the public of the first day of instruction and for staff to begin to develop the Instructional program timeline.

Discussion/Issues
The Board of Education approved the 2020-2021 K-12 Instructional Calendar on December 19, 2019. The instructional programs at Monterey High School use the approved K-12 calendar as a guide in developing their respective instructional calendar.

Fiscal Impact
None

Recommendation
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt the proposed 2020-2021 Instructional Calendars for Monterey High School, as presented.

MONTEREY HIGH SCHOOL CALENDAR 2020-2021 **DRAFT**

Summer Quarter

Independence Day Holiday	July 4
Teacher Work Day	July 6
Staff Development	July 7, 8
Instruction Begins	July 9
District Staff Development	August 10
Back-to-School Night	August 19
Labor Day Holiday	September 7
Summer Quarter Instruction Ends	September 11
Summer Quarter Break	September 14 - October 5
Total Days = 45	

Fall Quarter

Staff Development	October 5
Instruction Begins	October 6
Veterans Day	November 11
Thanksgiving Holiday	November 25, 26, 27
Fall Quarter Instruction Ends	December 18
Fall Quarter Break	December 21- January 11
Total Days = 50	

Winter Quarter

Pupil Free/Teacher Work Day	January 11
Instruction Begins	January 12
Martin Luther King Day	January 18
Lincoln Day	February 12
Washington Day	February 15
Open House	February 17
Winter Quarter Instruction Ends	March 12
Winter Quarter Break	March 15 - April 2
Total Days = 41	

Spring Quarter

Instruction Begins	April 5
Memorial Day	May 31
Spring Quarter Instruction Ends	June 4
Pupil Free Day/Teacher Work Day	June 7
Total Days = 44	

Burbank Unified School District
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Niemann, Assistant Superintendent, Human Resources Services
PREPARED BY:	Leticia Castillo, Supervisor, Human Resources
SUBMITTED BY:	Leticia Castillo, Supervisor, Human Resources
DATE:	March 19, 2020
SUBJECT:	Adoption of Resolution 35 for the Elimination or Reduction of Services for Classified Positions

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Background:
When it becomes necessary to eliminate or reduce classified bargaining unit positions, the Board of Education must approve such reductions and/or eliminations. Subsequent to the Board's approval, employees must be notified not less than 60 days prior to the effective date of the reduction or elimination of their positions.

Discussion/Issues:
These recommendations have been shared with a representative from the California School Employees Association (CSEA), Chapter 674

There are thirteen positions being recommended for elimination:

- There are two 6 ½ hr/day Discrete Trial Facilitator positions in Special Education being recommended for elimination due to lack of work. These positions are funded through the following appropriation number 01.0-65000.0-57500-11905-2110-7440000. These positions are currently vacant and will not involve bumping.
- There is one 7 hr/day Instructional Assistant-Children's Center position at Horace Mann being recommended for elimination due to lack of funds. This position is funded through the following appropriation number, 12.0-90601.0-00010-10000-2110-5080000. This position is currently vacant and will not involve bumping.
- There is one 5 ¾ hr/day Instructional Assistant-Children's Center position at Washington CC being recommended for elimination due to lack of work. The lack of work is due to decreased enrollment. This position is funded through the following appropriation number, 12.0-61050.0-00010-10000-2110-2160000. The elimination of this position may involve bumping.
- There is one 3 ¾ hr/day Instructional Assistant-Children's Center position at McKinley ATB being recommended for elimination due to lack of work. The lack of work is due to decreased enrollment. This position is funded through the following appropriation number, 12.0-90602.0-11100-10000-2110-2090000. This position is currently vacant and will not involve bumping.
- There is one 3 hr/day Instructional Assistant-Children's Center position at Roosevelt ATB being recommended for elimination due to lack of work. The lack of work is due to decreased enrollment. This position is funded through the following appropriation number, 12.0-90602.0-11100-10000-2110-2140000. The position is currently vacant and will not involve bumping.
- There is one 3 hr/day Instructional Assistant-Children's Center position at Harte ATB being recommended for elimination due to lack of funds. This position is funded through the following appropriation number, 12.0-90602.0-11100-10000-2110-2050000. The position is currently vacant and will not involve bumping.
- There is one 6 ½ hr/day Instructional Assistant-Severely Impaired position at Luther Middle School being recommended for elimination due to lack of work. The lack of work is due to a change in the needs of the student. This position is funded through the following appropriation number, 01.0-333100.0-57500-11100-2110-320000. This position is currently vacant and will not involve bumping.

- There is one 6 hr/day Instructional Assistant-Severely Impaired position at the Adult School (FACTS) being recommended for elimination due to lack of work. The lack of work is due to decreased enrollment. This position is funded through the following appropriation numbers, 11.0-63910.0-41100-10000-2110-5330044, 50% and 11.0-00639.0-41100-10000-2110-5330044, 50%. This position is currently vacant and will not involve bumping.
- There is one 6 hr/day Instructional Assistant-Severely Impaired position at the Stevenson Elementary being recommended for elimination due to lack of work. The lack of work is due to a change in the needs of the classroom. This position is funded through the following appropriation number, 01.0-33100.0-57500-11100-2110-2150000. This position is currently vacant and will not involve bumping.
- There is one 6 hr/day Instructional Assistant-Severely Impaired position at the Adult School (FACTS) being recommended for elimination due to lack of work. The lack of work is due decreased enrollment. This position is funded through the following appropriation numbers, 11.0-63910.0-41100-10000-2110-5330044, 50% and 11.0-00639.0-41100-10000-2110-5330044, 50%. This elimination of this position may involve bumping.
- There is one 3 hr/day Instructional Assistant-Special Education position at Emerson ATB being recommended for elimination due to lack of work. The lack of work is due to decreased enrollment. This position is funded through the following appropriation number, 12.0-50250.1-11100-10000-2110-2030000. This position is currently vacant and will not involve bumping.
- There is one 6 ½ hr/day Instructional Assistant-Translator (Deaf) position at Stevenson Elementary being recommended for elimination due to lack of work. The lack of work is due to a change in the needs of the student. This position is funded through the following appropriation number, 01.0-65000.0-57700-11104-2110-2150000. This position is currently vacant and will not involve bumping.

There are four positions being recommended for a reduction:

- There is one 4 ¾ hr/day Instructional Assistant-Children's Center position at Roosevelt ATB being recommended for a reduction to 3 ¼ hr/day due to lack of work. The lack of work is due to deceased enrollment. This position is funded through the following appropriation number 12.0-90602.0-11100-10000-2110-2140000. The reduction of this position may involve bumping.
- There is one 6 ½ hr/day Instructional Assistant-Children's Center position at Bret Harte CC being recommended for a reduction to 5 ½ hr/day due to lack of work. The lack of work is due to deceased enrollment. This position is funded through the following appropriation number 12.0-90602.0-11100-10000-2110-2050000. The reduction of this position may involve bumping.
- There is one 3 ½ hr/day Instructional Assistant-Children's Center position at Edison ATB being recommended for a reduction to 2 ½ hr/day due to lack of funds. This position is funded through the following appropriation number 12.0-90602.0-11100-10000-2110-2020000. This position is currently vacant and will not involve bumping.
- There is one 2 ½ hr/day Instructional Assistant-Children's Center position at Stevenson ATB being recommended for a reduction to 1 ½ hr/day due to lack of funds. This position is funded through the following appropriation number 12.0-90602.0-11100-10000-2110-2150000. This position is currently vacant and will not involve bumping.

Fiscal Impact:
None

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 35 for the Elimination or Reduction of Services for Classified positions, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
March 19, 2020

In the Matter of Layoff of
Classified Employees **RESOLUTION 35**

WHEREAS, Due to lack of work and/or lack of funds this Board hereby finds that it is in the best interest of the Burbank Unified School District to eliminate or reduce classified positions pursuant to provisions in the California Education Code and consistent with Article 15 in the Agreement with CSEA, Chapter 674, to the following extent:

	FTE
Eliminate two Discrete Trial Facilitators	.8125
Eliminate one Instructional Assistant-Children's Center	.875
Eliminate one Instructional Assistant – Children's Center	.71875
Eliminate one Instructional Assistant – Children's Center	.46875
Eliminate two Instructional Assistant – Children's Center	.375
Eliminate one Instructional Assistant -Severely Impaired	.8125
Eliminate three Instructional Assistant-Severely Impaired	.75
Eliminate one Instructional Assistant-Special Education	.375
Eliminate one Instructional Assistant-Translator (Deaf)	.8125
Reduce four Instructional Assistant-Children's Center	.125

BE IT FURTHER RESOLVED, That the Superintendent is hereby authorized and directed to investigate any bumping or displacement rights of affected classified employees and to give appropriate layoff notices to the affected employees pursuant to provisions in the California Education Code and consistent with Article 15 in the Agreement with CSEA, Chapter 674, not less than 60 days prior to the effective date of layoff subject to negotiations to the extent required by law and the CSEA agreement.

ADOPTED, the 19th day of March 2020, by the Governing Board of the Burbank Unified School District.

_____
Clerk

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
DATE:	March 19, 2020
SUBJECT:	Acceptance of Gifts

Matt Hill, Superintendent, recommends that the Board of Education take formal action accepting the following gifts to the District, and that the Board President convey appreciation to the donors.

a. Alisa Muradyan and Gevork Nordanyan wish to donate to the District two Apple iPads for classroom use at Ralph Waldo Emerson Elementary School.

b. The Bret Harte Elementary PTA wishes to donate to the District 30 Panasonic digital cameras to be used by students at Bret Harte Elementary School.

c. The Bret Harte Elementary PTA wishes do donate to the District $3,500 to be used to pay for the services of consultants and independent contractors for the in-house fine arts program at Bret Harte Elementary School.

d. The Bret Harte Elementary PTA wishes to donate to the District $3,000 to be used to help pay for expenses associated with the Peaceful Playground program at Bret Harte Elementary School.

e. Sharon Adamian wishes to donate to the District $200 to be used as needed in classroom 23 at Bret Harte Elementary School.

f. The Benevity Community Impact Fund wishes to donate to the District $50 to be used as needed at Bret Harte Elementary School.

g. The Wells Fargo Community Support Campaign wishes to donate to the District $1,346.17 to be used as needed at William McKinley Elementary School.

h. The California Community Foundation wishes to donate to the District $800 to be used to help pay for a field trip to the Wilshire Ebell Theater for third grade students at George Washington Elementary School.

i. The Burbank Educational Foundation wishes to donate to the District $1,183 to be used to help pay for expenses associated with the Outdoor Science School program at George Washington Elementary School.

j. The Burbank Educational Foundation wishes to donate to the District $1,197 to be used to help pay for expenses associated with the BMX Antibullying Assembly at George Washington Elementary School.

k. SW&M Attorneys at Law wish to donate to the District 15 filing cabinets and seven office chairs to be used in the STEAM Lab at Burbank High School.

l. Universal Television, LLC, wishes to donate to the District $7,500 to be used as needed at Burbank High School.

m. The Ella Fitzgerald Charitable Foundation wishes to donate to the District 270 new books to be used as gifts for students at Monterey High School to recognize various achievements and milestones.

n. William Morris Endeavor Entertainment wishes to donate to the District $5,000 to be used as needed.

o. Various donors wish to donate $950 to Jefferson Fundraising to be used as needed at Thomas Jefferson Elementary School.

p. Various donors wish to donate $550 to the McKinley General Donation Account to be used as needed at William McKinley Elementary School.

q. The Burbank Schools Boosters Association wishes to donate to the District $333.39 to be used as needed at Walt Disney Elementary School.

r. CEC Entertainment, Inc., wishes to donate to the District $619.11 to be used as needed at Walt Disney Elementary School.

s. Various donors wish to donate $1,370 to Stevenson Family Giving to be used as needed at Robert Louis Stevenson Elementary School.

t. Various donors wish to donate $2,960 to Disney Fundraising to be used to help pay for expenses associated with the Outdoor Science School program at Walt Disney Elementary School.

u. Various donors wish to donate $1,556 to the Edison C.O.O.L. Foundation to be used as needed at Thomas Edison Elementary School.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	March 19, 2020
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for the Special Education Student 960027933 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960027933 concerning services and/or school placement, a formal settlement agreement was offered on February 14, 2020 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parent, without admitting any liability.

Fiscal Impact:
The total cost not to exceed $25,500.

Recommendation:
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960027933, for a total net to exceed $25,500 (01.0-65000.0-50010-36000-5813-7440000), effective February 14, 2020 through December 31, 2020 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	March 19, 2020
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for the Special Education Student 960020990 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960020990 concerning services and/or school placement, a formal settlement agreement was offered on March 4, 2020 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parent, without admitting any liability.

Fiscal Impact:
The total cost not to exceed $12,000.

Recommendation:
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960020990, for a total net to exceed $12,000 (01.0-65000.0-50010-36000-5813-7440000), effective March 4, 2020 through June 30, 2020 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

March 5, 2020

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Armond Aghakhanian
Steve Frintner
Charlene Tabet
Steve Ferguson
Roberta Reynolds

STUDENT MEMBERS ABSENT:
Zarkis TerPetrossyan, Burbank High School
Maddie Medina, John Burroughs High School
Mario Cordero, Monterey High School

Also present were Matt Hill, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; Debbie Kukta, Assistant Superintendent, Administrative Services; John Paramo, Assistant Superintendent, Educational Services; and Sarah Niemann, Assistant Superintendent, Human Resources.

1. CALL TO ORDER

The Closed Session was called to order at 6:00 p.m. by Board President Aghakhanian.

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications

Schlossman, resident, was called to speak. He asked how much the Sunita Batra case cost the District. He then suggested that medication prices for District employees be negotiated with the employee unions to possibly be able to lower medications prices at places such as Costco.

2.b Staff Responses

There were no staff comments at this time.

2.c Board Members' Comments and Responses

Superintendent Hill said that he did not comment on legal settlements and that the Joint Powers Authority (JPA) would be able to share public records with him. The negotiations process include the selection of providers and those providers network with other providers who provide medication services to employees.

The Board adjourned to Closed Session at 6:03 p.m.

3. CLOSED SESSION

3.a Conference With Labor Negotiator, Pursuant to Government Code §54957.6:
Agency Negotiator: Sarah Niemann
Employee Organization: California School Employees Association (CSEA) Chapter 674

3.b Conference With Labor Negotiator, Pursuant to Government Code §54957.6:
Agency Negotiator: Sarah Niemann
Employee Organization: Burbank Teachers Association (BTA)

3.c Public Employee Discipline/Dismissal/Release Pursuant to Government Code §54957

3.d Public Employee Performance Evaluation Pursuant to Government Code §54957
Title: Superintendent of Schools

3.e Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code §54956.9 (d)(4)
One Case: Initiation of litigation

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The meeting reconvened in Public Session at 7:04 p.m. Mike Nolan, Resident, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Aghakhanian reported that items 3a through 3d, were for discussion only, with no action taken, except item 3e, the Board approved the District intervening in a pending legal action - LAUSD v. JUUL. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

6. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

7. ITEMS FOR FUTURE AGENDAS

Member Ferguson requested an Academic Excellence report.
Member Tabet requested the annual mid-year fundraising financials report.

8. PRESENTATIONS / RECOGNITIONS

8.a Recognition of John Burroughs High School Student's Work in National Exhibit - Women Leading the Way

John Paramo, Assistant Superintendent, Educational Services, facilitated the recognition and in introduced Deborah Madrigal, Principal, John Burroughs High School, who recognized John Burroughs High School student Camila Palma, whose art and essay will be exhibited in a national exhibit, Women Leading the Way, a project in celebration and recognition of the 100 Centennial of Women's Suffrage.

John Paramo introduced Principal Deborah Madrigal and Library Coordinator, Julie Grene. Ms. Madrigal provided information regarding the competition, which is a groundbreaking community and storytelling project that challenges high school students to examine the right to vote by answering the question: "Who

was the first woman in your family to vote?" More than 100 high schools across the nation have joined Women Leading the Way by creating portraits, essays and posters in their journey to rediscover the lessons of the women's movement and connect their family stories to history. She then introduced student Camila Palma who won an art and essay featured in the National Exhibit, Women Leading the Way, a celebration and recognition of the Centennial of Women's Suffrage. Camila shared the process for her inspiration to complete the art and essay contest and expressed her gratitude for the recognition.

President Aghakhanian requested that the artwork be displayed at the District Office.

8.b Presentation by the City of Burbank on the 2020 Census

Stacy Cashman, Director, Student Services, facilitated the presentation and introduced Melissa Colasanto, Administrative Analyst with the City of Burbank, who reported on the 2020 Census, as presented.

BUSD PowerPoint Presentation Census.pdf (OF 28,059)

Stacy Cashman reported that the District in partnership with the City of Burbank are working together to address populations that are frequently undercounted, including children under six, youth, immigrants, renters, homeless, and those with limited-English proficiency. Flyers were sent home with students and the school sites posted the information on their websites. All the materials were provided by the City of Burbank. She then introduced, City of Burbank Administrative Analyst Melissa Colasanto, who used a PowerPoint to highlight her report. The Census is a mandated count by the federal government taken every ten years of every person living in the United States, regardless of age, sex, ethnicity, citizenship or immigration status and to determine federal funding and congressional representation and redistricting. The goal is to count everyone once, only once, and in the right place. The process will begin in March 2020 through July 2020. Residents may register online, by phone, or mail at locations such as the Libraries, the YMCA, and the Joslyn Cyber Cafe Computer Class.

Member Ferguson thanked Melissa Colasanto for her thorough report and requested that District staff send the Census information as a BUSDeNews announcement.

9. REPORTS FROM THE BOARD

9.a Student Representatives

Maddie Medina, JBHS; Mario Cordero, MHS; and Sarkis TerPetrossyan, BHS; reported on activities at their respective schools.

10. REQUESTS TO ADDRESS THE BOARD

10.a Public Communications

Schlossman, resident, was called to speak. He noted that it was easy to think that he was against the schools since for the past six or seven months he presented his opposition against Measure I, but he is not against schools. He is against redundant taxes and paying for the same thing over and over again. He reported that Measure I was 716 votes short of passing and he was glad that it did not pass. He suggested that the District join a lawsuit against Sacramento by students regarding lower reading scores violation and that he was willing to be the plaintiff and join the District. He has come across a lot of people during his opposition on Measure I and he knows that these people are not against the schools and suggested that the District work with its supporters in a way that fair and equitable. He suggested ways to raise revenue, such as sponsorships with different levels, using Social Media to ask the community for fundraising ideas, and a citizen recognition program to encourage participation. He asked about the District's contract with FilmLA and the reason why the City of Burbank receives more revenue than the District. He then noted that during the past seven or eight months asking for information, he experienced patience and kindness from District employees such as Debbie Kukta and Kimberley Clark.

Mike Nolan, resident, was called to speak. He complimented the PTA and BTA volunteers for speaking at a recent City Council meeting regarding Measure I despite the limited response from the Mayor and reported they did an outstanding job. He noted that U.S. mail service has dropped in value and quality. He then commented on his experience regarding the recent voting problems with the new voting system. He said that the current results were not a reflection on the Board and staff, as they had done a great job with Measure I. He then suggested that the Board look into the holding of Lottery Funds, as children deserve better than that.

April Diamond ,voice coach at BHS and JBHS, was called to speak. She announced her non-profit organization *We Are One Concerts*, whose mission is to bringing people together to promote unity, broadening the vision of acceptance and support for one another, and mental health awareness by providing a unique experience for youth of various socio-economic backgrounds and ethnicities as they rehearse and perform together in large scale music concerts across America to encourage continued focus and education by awarding scholarships and recognition to deserving young people. She then announced the upcoming fundraising event on April 9, 2020 at John Burroughs High School and invited the Board and staff to attend.

Drew Johnson, vendor, representing Edified, was called to speak. He provided background information regarding technology professional development for teachers and asked for an opportunity to provide a demonstration regarding their services.

10.b Staff Responses

Superintendent Hill read the lawsuit suggested by Mr. Schlossman and noted that the premise of the lawsuit does not seem to qualify the District because the lawsuit was due to students of high need performing at very low State reading standards and the District does not have the same percentage of students and is out-performing the districts that sued. His suggestions regarding sponsorships and fundraising were outstanding and noted that the Burbank Educational Foundation and the Burbank Arts for All Foundation work to bring partnerships and he was open to ideas as to how to increase community partnerships. He noted that the votes for Measure had not been tallied due to County voting issues and he knows that the community support the schools; however, a pathway needs to be found to be able to successfully pass such a Measure. He would allow the Board to comment regarding community recognitions. Ms. Kukta and the Superintendent's Advisory Committee, which is looking at his suggestions, are currently reviewing the FilmLA contract. He agreed that Debbie Kukta and Kimberley Clark are outstanding employees and noted that all District employees are also outstanding. He thanked April Diamond for the partnership and for working with District choirs and was pleased to hear that some of the funds raised will be donated back to the schools, especially during the financial crisis, but most importantly for uniting and bringing the community together. He addressed Drew Johnson and said that staff would contact him if interested in looking into his program.

10.c Board Members' Comments and Responses

Member Ferguson thanked all the speakers for their comments. He thanked Mr. Schlossman for sharing his ideas, which were appreciated. His concern is trying to fundraise to get out of the financial crisis, which was dangerous and toxic because the State does not fund the District. The other issue was equity and Measure I has an opportunity to correct it. He thanked Mike Nolan and the other community members who stood in line for hours waiting to cast their votes and for their support. He then underscored the recent voting disaster for the LA County, the countless school districts who have been told by State government that more funding will not be available unless each District tax themselves and then having to wait hours and hours to vote, and wages loss was a problem. He then requested that staff prepare a letter to the Board of Supervisors and the actions of County Registrar Dean Logan with frustration about the voting process because due to this action Measure I may or may not fail. He expressed his appreciation to all the parents, community volunteers, and all staff for the countless hours for making the schools a priority. It was an honor to serve and represent this community and he will continue to monitor the situation to ensure that all the votes are accounted for. He thanked everyone who stayed in line for hours and hours and felt that everyone who participated had done the best to each student in the District. He respected everyone's opinion and will move forward as one Burbank together. This is the time to double

up for students and he humbly thanked everyone who participated. He thank April Diamond for her creative approach to work with choir students and said that all kids are worth it.

Member Reynolds thanked April Diamond for offering unity and music and for her commitment to the Burbank community. She thanked Mike Nolan for complimenting the PTA and BTA volunteers and she was proud to have them in the community. The voting process was a challenge and thanked everyone who voted on March 3 and hoped for process changes because some of the votes may be lost. She thanked Mr. Schlossman for his suggestions and ideas and agreed with his comments regarding the amazing District employees. She is not willing to concede at this point, as she was hopeful for a positive voting outcome and echoed Member Ferguson's comments regarding the unity of the community. The Board was committed to moving forward with the amazing Burbank community.

Member Tabet appreciated all the heartfelt words and decided to focus on positive items. She thanked the Student Board members for supporting inclusive campuses and for making it fun. She agreed with Mr. Schlossman to look into recognizing people who are doing good things for the community. She thanked Mike Nolan for recognizing the PTA for their advocacy towards Measure I and other many things to represent students. She appreciated April Diamond's effort for working together towards community of unity and for generating funding to give back to District schools. She then reported that she attended the Community Read-In events at Disney, Edison, and Washington elementary schools.

Vice President Frintner thanked all the speakers. He thanked April Diamond for supporting mental health programs in the District. He appreciated Mr. Schlossman's citizen recognition idea and noted that the Board had discussed this topic previously and that a way to recognize District partners could be found. Currently the District works with Booster Clubs, local foundations and local businesses who support District schools. The problem will be that the financial crisis will not be resolved. It is a much larger problem and the Board will continue to advocate with BTA to fight for students. He agreed with Mr. Schlossman that the community showed support for the schools and that despite the voting outcome, the District would continue to do the best moving forward. He thanked Mike Nolan for his comments regarding the PTA, BTA, and volunteers and for sharing his experience and others regarding the voting problems on Election Day and noted that the Counties voting system was far from over. It was exhausting to try to keep a campaign running and thanked all the partners, parents, staff, community members, Senator Anthony Portantino, and Assembly Member Laura Friedman and noted that Measure I was a true community effort. He also had an opportunity to read at Edison and said that reading was one of the best opportunities to remind him about being a Board member. It is nothing like spending time in the elementary classrooms to brighten your spirits.

President Aghakhanian thanked Mike Nolan for his comments and for the vote of confidence. He agreed that the voting system on Election Day was a problem. He thanked Mr. Schlossman for the recognition idea and suggested that the recognition be titled "Positive Nuggets" as stated by Clerk Tabet. He thanked April Diamond for her support to District students. He talked about the unity in Burbank and what Burbank is about, as he witnessed volunteers working trying to get the message for Measure I. He read at Miller Elementary School and encouraged the community to read at elementary schools to see why a price cannot be put on students' education. He thanked everyone who participated and said that Burbank will stand united.

11. REPORTS TO THE BOARD

11.a Superintendent's Comments

Superintendent Hill agreed with the Board comments regarding Measure I. He has talked to parents and community members and noted that it was hard to live in the state of the unknown and that it will continue to be like that for the next couple of weeks, as the votes continue to be counted by the County. It was a challenging time and he and his leadership team will continue to focus on students, focusing on each other and on the community. Reading at schools during Read Across America month also reminded him why he comes to work every day. We may face harder times, but the focus will remain to fight for kids and move forward. He encouraged everyone to focus on today and what you can do for students to be able to move forward.

11.b Report on Facilities and Technology Projects

Debbie Kukta, Assistant Superintendent, Administrative Services, reported on Facilities and Technology Projects, as listed on the Consent Agenda, as presented.

Facilities and Technology PP.pdf (OF 28,060)

Debbie Kukta used a PowerPoint to report on current Facilities and Technology projects by location, vendor, and the cost.

Member Ferguson, thanked District receptionist Donna Spaulding for greeting the community for many years and now with the new security camera at the District Office. He was happy to see that the new camera was installed in an effort to provide security for all employees.

12. NEW AND/OR UNFINISHED BUSINESS

12.a Adoption of Resolution 28 Ensuring a Complete Count of District Communities, Families, and Students in the 2020 Census

That the Board of Education adopt Resolution 28 Ensuring a Complete Count of District Communities, Families, and Students in the 2020 Census, as presented.

Resolution 28 - Census 2020.pdf (OF 28,061)

Stacy Cashman, noted that Resolution 28 was to encourage the community to support the 2020 Census efforts, which will impact school funding and she encouraged the community support to be able get an accurate count.

It was moved by Charlene Tabet, and seconded by Roberta Reynolds, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

12.b Adoption of Resolution 29 Proclaiming March 2020 as Intellectual Disability Awareness Month (Special Education)

That the Board of Education adopt Resolution 29 proclaiming the month of March 2020 as Intellectual Disabilities Awareness Month, as presented.

Resolution 29 - SPED Intellectual Disability Awareness Month.pdf (OF 28,062)

Sharon Cuseo reported on behalf of Tami Schiern. She noted that Resolution 29 was to raise awareness and also to acknowledge the hard work of District highly skilled Special Education teachers, who support students and the community and that the month of March has been nationally recognized since 1987. She then thanked Special Education teacher Crystal Miron for her dedication to special education students.

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

12.c Acceptance of Gifts

That the Board of Education take formal action accepting the following gifts to the District, and that the Board President convey appreciation to the donors, as presented.

Gift Report_030520.pdf (OF 28,063)

It was moved by Steve Ferguson, and seconded by Roberta Reynolds, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

13. CONSENT AGENDA

13.a Approval of Minutes

That the Board of Education approve the minutes of the Regular Meeting of February 20, 2020, as presented.

Minutes.02.20.20.pdf (OF 28,064)

13.b Approval of Personnel Report Number 19-20-14

That the Board of Education approve Personnel Report number 19-20-14, covering Certificated and Classified personnel, and consisting of Pages 1 to 14 inclusive, as presented.

Personnel Report Amended.pdf (OF 28,065)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education amend the item as ***Amended***. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

13.c 2019-2020 Purchase Order Report

That the Board of Education approve Purchase Orders for 2019-2020 as listed through February 3, 2020, as presented.

2019-2020 Purchase Order Report.pdf (OF 28,066)

13.d Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $10,278,342.95 commercial warrants in the total amount of $4,428,921.00, as presented.

Warrants.pdf (OF 28,067)

13.e Approval of Instructional Consultant Services

That the Board of Education approve the instructional consultant services for the purpose of on-site student learning support and staff development, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Instructional Consultants_Redacted.pdf (OF 28,068)

13.f Ratification of Master Contract for Nonpublic, Nonsectarian Agency (Special Education)

That the Board of Education ratify the Master Contract for special education students, to be provided by California Pyschare, Inc., Nonpublic, Nonsectarian Agency, effective February 26, 2020 through June 30, 2020 (01.0-65000.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as

presented. Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2019 through June 30, 2020, was approved by the Board of Education June 6, 2019.

Ratification of Amended Master Contract.pdf (OF 28,069)

13.g Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between the Burbank Unified School District and John Tracy Clinic dba John Tracy Center, to provide Listening and Spoken Language (LSL) therapy for Special Education Student 960032525, not to exceed $4,030 (01.0-65000.0-57700-11900-5850-7440000), effective January 6, 2020 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032525_John Tracy Clinic.pdf (OF 28,070)

13.h Approval of Release of Teachers on Temporary Contract

That the Board of Education approve the release of all teachers on temporary contract prior to the end of the 2019-2020 school year, as presented.

Temp Release.pdf (OF 28,071)

13.i Approval of Luther Burbank Middle School (Overnight) Field Trip

That the Board of Education approve the Luther Burbank Middle School 6th grade GATE (Overnight) Field Trip request to participate in the Ocean Institute in Dana Point, California from Wednesday, March 18, 2020 to Thursday, March 19, 2020, as presented

2020 LBMS Overnight GATE Trip.pdf (OF 28,072)

13.j Approval of John Burroughs High School (Overnight) Field Trip

That the Board of Education approve the John Burroughs High School Dance Team/All Male (Overnight) Field Trip request to participate in the California Association of Dance Drill Team Directors (CADTD) State Dance Championships 2020 in Santa Ana, CA from Saturday, March 14, 2020 to Sunday, March 15, 2020, as presented.

2020 JBHS Overnight Field Trip.pdf (OF 28,073)

13.k Acceptance of Notice of Completion, Reliable Floor Covering, Installation of Flooring in Portable Classrooms 24 & 25 at Walt Disney Elementary School (Growth Fund)

That the Board of Education accept the following as completed: installation of flooring in portable classrooms 24 & 25 at Walt Disney Elementary School, not to exceed $14,112 PO20002592 (25.0-00000.0-00000-85000-6250-201-0000), Growth Fund, and the authority to sign the amended agreement be exercised pursuant to BUSD-AR 3314, as presented.

NOC_reliable floor covering_disney_growth.pdf (OF 28,074)

13.l Acceptance of Notice of Completion, Card Reader and Access Control Panel at District Office, Edgeworth Integration, LLC (Bond Funds)

That the Board of Education accept the following project as completed: Card Reader and Access Control Panel at District Office by Solutionz, Inc. (21.3-00000.0-93000-85000-4410/5850-740000), PO 20002359, not to exceed $2,817.88 (Bond Funds), as presented.

NOC_Edgeworth_Card Reader Control Panel_District Office_030520.pdf (OF 28,075)

13.m Acceptance of Notice of Completion, Data Cabling and Public Address Speakers at District Office, Dimension Data (Bond Funds)

That the Board of Education accept the following project as completed: Bid 1819-050, 2019 E-Rate Technology Infrastructure Unit Price Bid for the Data Cabling and Public Address Speakers project at District Office by Dimension Data, (21.3-00000.0-93000-85000-6249-7730000), PO 20001550 and 20001553, not to exceed $15,219.60 (Bond Funds), as presented.

NOC_Dimension Data_Data Cabling_District Office_030520.pdf (OF 28,076)

13.n Acceptance of Notice of Completion, Data Cabling and Public Address Speakers at District Service Center, Dimension Data (Bond Funds)

That the Board of Education accept the following project as completed: Bid 1819-050, 2019 E-Rate Technology Infrastructure Unit Price Bid for the Data Cabling and Public Address Speakers project at District Service Center by Dimension Data, (21.3-00000.0-93000-85000-6249-7730000), PO 20001551 and 20001555, not to exceed $90,031.96 (Bond Funds), as presented.

NOC_Dimension Data_Data Cabling_DSC_030520.pdf (OF 28,077)

13.o Acceptance of Notice of Completion, Entrance Camera System and Security Cameras at District Office, AMS.NET (Bond Funds)

That the Board of Education accept the following project as completed: Entrance Camera System and Security Cameras project at District Office by AMS.NET, (21.3-00000.0-93000-85000-5850-7400000), PO 20001533, not to exceed $3,187.11 (Bond Funds), as presented.

NOC_AMS.NET_Entrance Security Cameras_District Office_030520.pdf (OF 28,078)

13.p Acceptance of Notice of Completion, Entrance Camera System and Security Cameras at District Service Center, AMS.NET (Bond Funds)

That the Board of Education accept the following project as completed: Entrance Camera System and Security Cameras project at District Service Center by AMS.NET, (21.3-00000.0-93000-85000-6249-7730000), PO 20001534, not to exceed $17,858.19 (Bond Funds), as presented.

NOC_AMS.NET_Entrance Security Cameras_DSC_030520.pdf (OF 28,079)

13.q Approval of Burbank High School Key Club (Overnight) Field Trip

That the Board of Education approve the Burbank High School Key Club (Overnight) Field Trip request to participate in the Key Club District Convention in Reno, Nevada from Friday, March 13, 2020 to Sunday, March 15, as presented.

2020 BHS Key Club Field Trip.pdf (OF 28,080)

It was moved by Roberta Reynolds, and seconded by Steve Ferguson, that the Board of Education approve ***items 13a through 13q, except item 13b, which discussed separately***. The motion carried unanimously with the following roll-call vote: AYES – Aghakhanian, Frintner, Tabet, Ferguson, and Reynolds.

President Aghakhanian acknowledged employee retirements of Curriculum Specialist, Letitia Reed, Jefferson Elementary School; Teacher, Donna Collier, John Muir Middle School; Teacher, Barry Sarna, John Muir Middle School; Accounting Clerk IV, Susan Fung, Fiscal Services; Registrar, Winona Mullin, John Burroughs High School; and Counseling Assistant, Mara Prado and thanked them for their years of service to the District.

All Board members also expressed their appreciation for their years of service and dedication and wished them the best in retirement.

14. REQUESTS TO ADDRESS THE BOARD

14.a Public Communications

Schlossman, resident, was called to speak. He said that retirements were good for the District. When teachers threaten to leave the District to wish them good luck, as other teachers would want to work for Burbank for lower pay. In his opinion, the pending 800 votes were not going to make a difference and he did not think that it is going to fly. If the Board is considering a new Measure in two years, he will be against it. He felt that he had been ignored through the process, but at the end, a group of community members joined him. He addressed Superintendent Hill and said that he must live within his means, it was time for leadership, and he knew that his job was difficult. He does not know much about this Portantino guy, and suggested that property sales goes towards helping the District. Percentage wise you are doing worse than last time.

14.b Staff Responses

There were no staff responses at this time.

14.c Board Members' Comments and Responses

There were no Board comments at this time.

15. ADJOURNMENT

The meeting adjourned at 8:40 p.m.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

3/19/2020
_____
DATE

_____
CHARLENE TABET, CLERK

TO: Board of Education / Superintendent

Consent 3/19/2020

SUBMITTED BY: Sarah Niemann, Assistant Superintendent, Human Resources Services

SUBJECT: Certificated Personnel - Report Number 19 - 20 - 15. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

RETIRING	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
DELBARIAN, PAMELA Childrens Center	Cc Teacher: School Age CC Teacher-9.5 months - FTE:78.1%	12.0-90602.0-11100-10000-1110-2130000	100	RA:005 - ST:08	Began Service 7/1/1989	3/7/2020
ENGEL, SANDRA Emerson Elementary School	Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2030000	100	RA:006 - ST:24 STP: $1345	Began Service 9/3/1992	5/23/2020
ENGEL, DAVID Thomas Edison Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2020000	100	RA:006 - ST:24	Began Service 9/22/1986	6/1/2020
SHAW, ROBERT Burbank High School	Teacher	01.0-00000.0-11100-10000-1110-4310000	100	RA:006 - ST:24 STP: $1345	Began Service 09/06/1990	6/30/2020

RESIGNATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
DENNEY, AMANDA Mc Kinley Elementary School	Elementary Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-2090000	100		Began Service 8/12/2013	5/22/2020
CAMMON, KYLE Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-755200	100			03/01/2020
HERMANS, KATHLEEN Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7552000	100		Began Service 1/2/2019	2/22/2020

RESIGNATION/POSITION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
ROSALES, JESSICA Childrens Center	Cc Teacher: Infant CC Teacher-12 months -	12.0-90603.0-00010-10000-1110-5300000	100			2/28/2020

CHANGE OF SALARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
MEINARDUS, STEPHANIE Health Services	School Nurse School Nurse - FTE:100%	01.0-00000.0-00000-31400-1216-7720000	10	Salary Rate: $4743.64	Units did not match inital salary placement	1/6/2020

LEAVE OF ABSENCE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
ARMITSTEAD, JANET Burroughs High School	Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-4320000	100	RA:003 - ST:15 STP: $1345	District Initiated (Unpaid)	2/23/2020 3/23/2020

LEAVE OF ABSENCE (PAID)	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
ABOOLIAN, ZOYA Childrens Center	Cc Teacher: Preschool Age CC Teacher-12 months - FTE:100%	12.0-90601.0-00010-10000-1110-5080000	100	RA:004 - ST:07		3/2/2020 3/27/2020

ELECTION: SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
RADER, DIONNE Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7552000	100	Salary Rate: $135/140		01/31/2020

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 19-20-15

March 19, 2020
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Allahverdi, Armineh	Washington CC	Add'l Hours as Substitute	Hourly	$16.76	2	December - February
Carlson, Sandra	Adult	Staff Development	Hourly	$22.98	20	February - June
Choi, Woore	Health	Additional Duties as Nurse	Hourly	$52.23	5	February- May
Cooney, Margaret	Adult	Staff Development	Hourly	$22.98	6	February
Cortina, Courtney	Stevenson	Intervention Planning	Hourly	$33.77	5	February
Cortina, Courtney	Stevenson	Intervention Teaching	Hourly	$45.52	8	February
Flores Chavez, Ismael	Stevenson Day	Add'l Hours as Substitute	Hourly	$16.76	3	February
Gordon, Courtney	BHS	Curriculum Writing	Hourly	$33.77	1	February
Gutierrez-Zavalza, F	Luther	Overlap day	Daily	$135.00	1	February
Hakopyan, Olga	Adult	Staff Development	Hourly	$22.98	10	February
Hambro, Sheryl	Roosevelt	Chorus Stipend	Stipend	$584.00	1	November - June
Howitt, Elayne	Adult	Staff Development	Hourly	$22.98	12	February
Kimmel, Michael	Adult	Staff Development	Hourly	$22.98	10	February
Lerner, Lia	Adult	Staff Development	Hourly	$22.98	15	February - June
Maddern, Geralyn	Harte	Intervention Planning	Hourly	$33.77	4	March
Marinelli, Jean	Miller	Intervention Teaching	Hourly	$45.52	2.5	February
Matlock, Colleen	Adult	Staff Development	Hourly	$22.98	30	February - June
Meza, Manuela	Adult	Staff Development	Hourly	$22.98	15	February - June
Murphy, Bridgett	Roosevelt	Chorus Stipend	Stipend	$584.00	1	November - June
Nguyen, Ty	Adult	Staff Development	Hourly	$22.98	8	February - June
Noss, Marianne	Adult	Staff Development	Hourly	$22.98	6	February
Raad, Rachel	Miller	Intervention Planning	Hourly	$33.77	5	February
Rapp, Trevor	Health Services	Home Teacher	Hourly	$36.09	50	February - May
Rosales, Jessica	Disney CC	Add'l Hours as Substitute	Hourly	$16.76	13	February
Rosales, Jessica	Emerson CC	Add'l Hours as Substitute	Hourly	$16.76	2	February
Rosales, Jessica	Washington CC	Add'l Hours as Substitute	Hourly	$16.76	1	February
Rosales, Jessica	Edison CC	Add'l Hours as Substitute	Hourly	$16.76	1	February
Silver, Shirley Ruby	Bret Harte CC	Add'l Hours as Substitute	Hourly	$16.76	32	December - February
Steinberg, Steven	Emerson ATB	Add'l Hours at Assignment	Hourly	$18.70	15	March - May
Vasquez, Jonathan	ILA	Counselor	Hourly	$46.56	50	January – May
Vasquez, Jonathan	Adult	Staff Development	Hourly	$22.98	30	February - June
Vaughan, Janelle	Miller	Overlap Day	Daily	$135.00	.5	February
Winstein, Deborah	Miller	Intervention Teaching	Hourly	$45.52	.75	February

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Leave								
CL 0089-19		01.0-00500.0-00000-75500-2410-7401000	1.00	45-VI	A	08-15-19	03-02-20	Human Resources Paid Administrative End date change
DE AVILA, Jenny	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2130000	.6875	32-VI	D	02-26-20	03-26-20	Providencia Elementary Unpaid LOA
WILLIAMS, Kimberly	Food Service Supervisor II	13.0-53100.0-00000-37009-2312-4320000	1.00	S-VII	D	11-17-19	01-10-20	Burroughs High School Family Care & Medical
						02-20-20	03-13-20	Paid Catastrophic Sick
Additional Compensation for Working Out of Class								
GERGELY, Suzanne	Instructional Assistant-Children's Center	12.0-90603.0-00010-10000-2110-5300000	.7813	32-V	D	03-02-20	06-30-20	Monterey Children's Center 5% of Base Salary
Additional Compensation for Healthcare								
BATARINA, Raymond	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2110-7440000	.8125	40-II	D	02-21-20		Special Education
CHANTA, Bryana	Instructional Assistant Severe Behavior II	01.0-65000.0-57500-11100-2110-3220000	.8125	45-II	D	02-21-20		Muir Middle School
Additional Compensation for Bilingual Translation								
HOSPIDALES, Staci	Instructional Assistant Special Education	01.0-33100.0-57700-11100-2110-3220000	.875	32-VI	D	08-14-17	08-11-19	Muir Middle School $52/$53 month written only
PAREDES, Xiomara	Educational Interpreter IV	01.0-33100.0-57700-11104-2110-4310000	1.0	61-VI	D	02-25-20		Burbank High School $43/month oral only
Change of Assignment – Classification/Location/FTE								
ALDAOUD, Sahar	Instructional Assistant-Children's Center	12.0-61050.1-11100-10000-2110-2160000	.4375	32-II	A	03-02-20		Washington Children's Center
MATVIENKO, Barbara	Instructional Assistant-Severe Behavior II	01.0-65000.0-57500-11100-2110-2063000	.8125	45-III	D	02-20-20		Jefferson Elementary
MURPHEY, Karin	Instructional Assistant-Severely Impaired	01.0-33100.0-57300-11100-2110-5080000	.875	35-VI	D	02-27-20		Horace Mann
NAVARRO, Silvia	Food Service Assistant	13.0-53100.0-00000-37000-2210-4320000	.2813 .250	27-VI	D	02-11-20 02-11-20		Burroughs High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE (Continued)								
PALACIO, Colleen	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2110-7440000	.8125	40-II	D	03-09-20		Special Education
PAREDES, Xiomara	Educational Interpreter IV	01.0-33100.0-57700-11104-2110-4310000	1.0	61-VI	D	02-25-20		Burbank High School
RAYGOZA, Susana	Food Service Assistant	13.0-53100.0-00000-37000-2210-3220000	.4375	27-I	D	02-18-20		Muir Middle School
RITTER, Katarina	Instructional Assistant Severely Impaired	01.0-33100.0-57500-11100-2110-4320000	.8125	35-II	D	02-24-20		Burroughs High School
STRICKER, Angela	Elementary School Aide	01.0-00000.0-11100-10009-2910-2152000	.3813	27-II	D	02-20-20		Stevenson Elementary
Temporary Change of Assignment								
CLARK, Shane	Reprographics Technician	01.0-00500.0-00000-75500-2410-7401000	.625	40-I	A	01-01-20	03-02-20	Facilities Services End date change
VELASQUEZ, Maria	Food Service Cook II	13.0-53100.0-00000-37000-2210-3210000	.7813	31-VI	I	02-24-20	03-13-20	Jordan Middle School
Election – Monthly								
LEYVA, Myra	Registrar	01.0-00000.0-00000-27000-2410-4320000	1.0	40-I	A	02-28-20		Burroughs High School
PERAZA, Cristina	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2110-7440000	.8125	40-I	D	03-02-20		Special Education
YOUNG, Ryan	Instructional Assistant Severely Impaired	01.0-33100.0-57500-11100-2110-4320000	.8125	35-I	D	03-02-20		Burroughs High School
Election – Hourly								
ADAIR, Nathan	Discrete Trial Facilitator	01.0-01500.0-11100-10012-2130-3212000		40-IV	D	01-01-20	05-31-20	Jordan Middle School
ALEGRIA, Hector	Safety/Utility Custodian	01.0-90711.0-81000-50002-2240-4328000		35-III	A	02-11-20	02-11-20	Facilities Services
ALVAREZ B, Luis	Painter	01.0-81500.0-00000-81100-2240-7523100		48-VI	A	02-08-20	02-08-20	Facilities Services
ALVAREZ BENJUMEA, Carlos	Custodian	01.0-90711.0-81000-50002-2240-4328000		35-VI	A	02-07-20	02-11-20	Facilities Services
ARTERO, Sonia	Custodian	01.0-90711.0-81000-50002-2240-4328000		35-VI	A	02-06-20	02-06-20	Facilities Services
ARZUMANYAN, Anahit	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		16.24	F	08-12-19	06-30-20	Instructional Services

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
BARILLAS, Otto	Lead Custodian Secondary	01.0-90711.0-81000-50002-2240-4328000		40-VI	A	02-07-20	02-07-20	Facilities Services
BELTRAN, Andrew	Safety/Utility Custodian	01.0-90708.0-81000-50002-2240-7528000		35-II	A	02-28-20	02-28-20	Burbank High School
BOGNAR, Peter	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	02-01-20	02-29-20	Burbank Adult School
BROOKS, MacKenna	Discrete Trial Facilitator	01.0-01500.0-11100-10012-2130-3212000		40-VI	D	01-01-20	05-31-20	Jordan Middle School
BROWN, Ken	Facilities Services Lead	01.0-81500.0-00000-81100-2240-7523100		61-VI	A	02-20-20	02-20-20	Facilities Services
BRYSON, Lisa	Elementary School Aide	01.0-00000.0-11100-10009-2960-2052000		27-I	D	02-03-20	02-28-20	Bret Harte Elementary
BULONE, Kevin	Instructional Assistant Special Education	01.0-30100.0-11100-10012-2130-3229000		32-IV	D	02-03-20	05-21-20	Muir Middle School
CADET, Junior	Middle School Aide	01.0-00000.0-11100-10009-2930-3201000		34-I	D	02-12-20	02-12-20	Luther Middle School
CAFFERTY, Roni	Elementary School Aide	01.0-00000.0-11100-10009-2930-2061000		27-IV	D	02-01-20	05-31-20	Jefferson Elementary
CALZADILLA, Jose	Campus Supervision Assistant	01.0-90904.0-00000-83000-2240-4328100		35-V	D	02-06-20	02-09-20	Burroughs High School
CARRASCO, Janel	Campus Supervision Assistant	01.0-90904.0-11100-41000-2940-4318100		35-VI	A	02-01-20	02-29-20	Burbank High School
COLSON, Mary	Elementary School Aide	01.0-90201.0-00000-24950-2930-2058200		27-IV	D	02-13-20	02-13-20	Bret Harte Elementary
CRUZ, Guillermo	Campus Supervision Assistant	01.0-90904.0-00000-83000-2240-4328100		35-VI	D	02-06-20	02-06-20	Burroughs High School
CRUZ GOMEZ, Veronica	Custodian	01.0-90711.0-81000-50002-2240-4318000		35-III	A	02-07-20	02-07-20	Facilities Services
CURRY, Rozana	Instructional Assistant-Severely Impaired	01.0-00000.0-11100-10009-2960-7552000		35-I	G	02-21-20		Special Education
DEBUSK, Jared	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	02-01-20	05-31-20	Burbank Adult School
DE LA CRUZ, Johanna	Campus Supervision Assistant	01.0-90904.0-11100-41000-2940-4318100		35-IV	D	02-01-20	02-29-20	Burbank High School
DI DONATO, Casey	Campus Supervision Assistant	01.0-90904.0-00000-83000-2240-3228100		35-VI	D	02-26-20	02-27-20	Muir Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
DUENAS, Christina	Middle School Aide	01.0-00000.0-11100-10009-2930-3201000		34-IV	D	02-12-20	02-12-20	Luther Middle School
FERNANDO, Tina	Elementary School Aide	01.0-90201.0-00000-24950-2930-2108200 01.0-90201.0-00000-24950-2930-2108700		27-IV	D	02-13-20 02-13-20	02-13-20 02-13-20	Miller Elementary
FLORES, Daniel	Safety/Utility Custodian	11.0-00639.0-41100-82100-2230-5330000 11.0-00639.0-41100-83000-2230-5330000 11.0-63910.0-41102-82100-2230-5330000 11.0-63910.0-41102-83000-2230-5330000 11.0-63910.0-41104-82100-2230-5330000 11.0-63910.0-41104-83000-2230-5330000 11.0-63910.0-41106-82100-2230-5330000 11.0-63910.0-41106-83000-2230-5330000	.05 .05 .17 .18 .23 .22 .05 .05	35-II	C	02-01-20	05-31-20	Burbank Adult School
GARABEDIAN, Silvia	Instructional Assistant-English Language Development	01.0-01501.0-47600-10012-2130-2100000		32-III	D	02-01-20	05-21-20	Miller Elementary
GARCIA, Manuel	Custodian	01.0-90902.0-81000-50002-2240-7528000		35-IV	A	01-01-20	01-31-20	Emerson Elementary
GILCHRIST, Emmanuel	Senior Custodian	01.0-90902.0-81000-50002-2240-7528000 01.0-90708.0-81000-50002-2240-7528000		36-VI	A	02-01-20 02-09-20	05-31-20 02-22-20	Burbank Adult School
GILMORE, Carly	At Risk Interventionist	01.0-42030.0-47600-24950-2940-7429000		53-III	D	03-01-20	03-11-20	Providencia Elementary
GOLDSTEIN, Diane	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	02-01-20	03-31-20	Burbank Adult School
GONZALEZ, Juan	Low-Voltage Electrician	01.0-81500.0-00000-81100-2240-7523100		52-IV	A	02-15-20	02-20-20	Facilities Services
GONZALEZ, Valdea	Custodian	01.0-90902.0-81000-50002-2240-7528000		35-VI	A	02-01-20	05-31-20	McKinley Elementary
GROSS, Henry	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	02-01-20	05-31-20	Burbank Adult School
GUEFFROY, Katherine	Educational Interpreter III	01.0-65000.0-57700-11104-2140-7440000		54-VI	D	02-09-20	02-09-20	Special Education
GUSSOW, Barry	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	02-01-20	02-29-20	Burbank Adult School
GUTIERREZ, Maria	Food Service Assistant	13.0-53100.0-00000-37000-2230-2050000		27-VI	D	11-01-19	05-30-20	Bret Harte Elementary
HALLAJIAN, Maral	Food Service Assistant	13.0-53100.0-00000-37000-2230-3210000		27-VI	D	02-03-20	05-30-20	Jordan Middle School
HERNANDEZ, Esmeralda	Instructional Assistant-Special Education	01.0-90904.0-00000-24950-2930-2138200 01.0-90201.0-00000-24950-2930-2138700		32-VI	D	02-18-20 02-18-20	02-18-20 02-18-20	Providencia Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
HERRERA, Ignacio	Custodian	01.0-81500.0-00000-82100-2240-7523300		35-I	A	02-02-20	02-02-20	Luther Middle School
HESSEL, Lily	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		27-VI	D	02-01-20	05-30-20	Burroughs High School
HUERTA, Magali	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2150000		32-I	I	02-01-20	05-03-20	Stevenson Elementary
HUFF, Jacob	Elementary School Aide	01.0-90201.0-11100-10009-2930-2168400		27-I	D	01-06-20	05-21-20	Washington Elementary
JIMENEZ, Juan	Grounds Technician	01.0-00100.0-00000-83000-2240-7521000		40-VI	A	02-01-20	04-30-20	Facilities Services
JOHNSON, Kimberly	Campus Supervision Assistant	01.0-90904.0-11100-41000-2940-4318100		35-VI	D	02-01-20	02-29-20	Burbank High School
KHAJO MAIDA, Souzan	Elementary School Aide	01.0-90201.0-00000-24950-2930-2168200		27-IV	D	08-22-19	02-13-20	Washington Elementary
LEE, Daly	Instructional Assistant-Children's Center	01.0-00000.0-11100-10009-2960-7552000		32-I	G	02-21-20		Special Education
LEIVA, Nereyda	Instructional Assistant Special Education	01.0-65000.0-57500-11100-2130-7440000		32-VI	D	02-25-20	05-21-20	Special Education
LEVITT, Edward	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	02-01-20	04-30-20	Burbank Adult School
LESLIE LEWIS, Glendy	Elementary School Aide Instructional Assistant English Language Development	01.0-00000.0-00000-24950-2930-7411000 01.0-42030.0-47600-10012-2130-7429000		27-IV 32-V	D D	02-13-20 02-01-20	02-13-20 02-29-20	Instructional Services Luther Middle School
LEWIS, Leslie	Elementary School Aide	01.0-90201.0-00000-24950-2930-2148200		27-IV	D	02-12-20	02-12-20	Roosevelt Elementary
LINARES, Edgar	Custodian	01.0-90902.0-81000-50002-2240-7528000		35-VI	A	02-01-20	02-29-20	Stevenson Elementary
LUCERO, Maria Bertha	Food Service Assistant	01.0-00000.0-11100-10009-2960-7552000		27-I	G	02-24-20		Food Services
LUCSIK, Brenda	Elementary School Aide	01.0-00000.0-11100-10009-2930-2161000 01.0-00000.0-11100-10009-2930-2162000 01.0-90201.0-11100-10009-2930-2168400 01.0-00000.0-11100-10009-2910-2161000 01.0-00000.0-11100-10009-2910-2162000		27-IV	D	02-03-20 02-14-20	02-05-20 02-14-20	Washington Elementary
LUNDBERG, Nuria	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		16.24	F	08-12-19	05-31-20	Instructional Services
MACHON, Nelly	Elementary School Aide	01.0-30100.0-47601-24950-2930-2019000		27-IV	D	02-27-20	02-27-20	Instructional Services

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Election – Hourly (Continued)								
MAGANA, Rafael	Custodian	01.0-90902.0-81000-50002-2240-7528000		35-VI	A	01-01-20	05-31-20	Roosevelt Elementary
MAGALLANES, Josephine	Campus Supervision Assistant	01.0-90904.0-00000-83000-2240-4328100		35-VI	D	02-08-20	02-09-20	Burroughs High School
MARTINEZ, Andrea	Campus Supervision Assistant	01.0-00000.0-00000-83000-2240-4321000		35-VI	D	02-01-20	05-31-20	Burroughs High School
MARTINEZ, Cinthia	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-2090000		32-VI	C	02-01-20	06-30-20	McKinley Around the Bell
MARUTYAN, Arpy	Instructional Assistant-English Language Development	01.0-01501.0-47600-10012-2130-2100000		32-III	D	02-01-20	05-21-20	Miller Elementary
MC DONALD, KAILEY	Instructional Assistant Special Education	01.0-01500.0-11100-10012-2130-3212000		32-VI	D	01-01-20	05-31-20	Jordan Middle School
MICALETTI, Joseph	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	02-01-20	05-31-20	Burbank Adult School
MIRZAKHANIAN, Georg	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-III	A	02-21-20	02-21-20	Burbank High School
MORALES, Leticia	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	02-01-20	03-31-20	Burbank Adult School
NAVARRO, Mark	Campus Supervision Assistant	01.0-90904.0-00000-83000-2240-4328100 01.0-00000.0-00000-83000-2240-4321000		35-IV	D	02-06-20 02-01-20	02-06-20 05-31-20	Burroughs High School
NAVARRO, Silvia	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		27-VI	D	02-01-20	05-30-20	Burroughs High School
NEVAREZ, Silvia	Instructional Assistant-English Language Development	01.0-01501.0-47600-10012-2130-2100000		32-II	D	02-01-20	05-21-20	Miller Elementary
NICOLAOU, Theresa	Student Information Systems Analyst	01.0-00000.0-00000-77000-2440-7731000		57-VI	A	02-18-20	06-30-20	Technology Services
OLEA, Omar	Locksmith	01.0-81500.0-00000-81100-2240-7523100		50-IV	A	02-08-20	02-08-20	Facilities Services
ORELLANA, Edgar	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	02-08-20	03-01-20	Burroughs High School
PADILLA, David	Custodian	01.0-90711.0-81000-50002-2240-3218000 01.0-90902.0-81000-50002-2240-7528000		35-IV	A	02-13-20 02-01-20	02-13-20 02-29-20	Facilities Services Jordan Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
PEREZ, Joseph	Lead Custodian Secondary	01.0-90711.0-81000-50002-2240-4318000		40-VI	A	02-06-20	02-06-20	Facilities Services
PHILLIPAS, Maria	Elementary School Aide	01.0-90201.0-00000-24950-2930-2148200		27-IV	D	02-12-20	02-12-20	Roosevelt Elementary
PORTILLO, Carlos	Custodian	01.0-00100.0-00000-83000-2240-7521000 01.0-81500.0-00000-82100-2240-7523300		35-VI	A	02-09-20 02-09-20	02-23-20 02-09-20	Facilities Services Muir Middle School
POZOS, Rosalinda	Community Resource Assistant	01.0-42030.0-47600-24950-2950-7429000		31-IV	D	02-01-20	03-11-20	Providencia Elementary
REBMAN, Denise	Elementary School Aide	01.0-00000.0-11100-10009-2930-2091000		27-VI	D	10-01-20	05-31-20	McKinley Elementary
RECCHIA, Keith	Facilities Worker	01.0-81500.0-00000-81100-2240-7523100		44-VI	A	02-20-20	02-20-20	Facilities Services
REINA, Yadira	Instructional Assistant-Translator DHH	01.0-00000.0-11100-10009-2960-7552000		33-I	G	01-17-20	01-17-20	Washington Elementary
RODRIGUEZ, Sergio	Building Maintenance Leadperson	01.0-81500.0-00000-81100-2240-7523100		58-IV	A	02-08-20	02-08-20	Facilities Services
ROMERO, Cindy	Elementary School Aide	01.0-00000.0-11100-10009-2930-2161000 01.0-00000.0-11100-10009-2930-2162000 01.0-90201.0-11100-10009-2930-2168400		27-IV	D	02-03-20	02-05-20	Washington Elementary
ROMERO, Maria	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-7440000 01.0-65000.0-57500-11905-2140-7440000		40-VI	D	02-01-20 02-01-20	05-22-20 05-22-20	Special Education
SAGRADYAN, Narine	Elementary School Aide	01.0-90201.0-00000-24950-2930-2108700 01.0-90201.0-00000-24950-2930-2108200		27-IV	D	02-13-20 02-13-20	02-13-20 02-13-20	Miller Elementary
SANDOVAL, Efren	Lead Custodian, Secondary	01.0-81500.0-00000-82100-2240-7523300		40-VI	A	02-01-20	02-01-20	Jordan Middle School
SHADKAM, Araz	Middle School Aide	01.0-00000.0-11100-10009-2060-3222000		34-IV	D	02-01-20	05-22-20	Muir Middle School
SHEETZ, Carol	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	02-01-20	03-31-20	Burbank Adult School
SHILVOCK, Charles	Carpenter	01.0-81500.0-00000-81100-2240-7523100		48-IV	A	02-08-20	02-08-20	Facilities Services
SIMMONS, Vivian	Elementary School Aide	01.0-90201.0-00000-24950-2930-2058200 01.0-00000.0-11100-10009-2960-2052000		27-I	D	02-13-20 02-14-20	02-13-20 02-14-20	Bret Harte Elementary
SOLIS, Gloria	Food Service Worker	13.0-53100.0-00000-37000-2260-7490000		27-I	D	12-05-19		Food Services

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
SURIYACHAI, Susi	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	02-01-20	05-31-20	Burbank Adult School
TORRES, Consuelo	Custodian	01.0-90711.0-81000-50002-2240-4318000		35-VI	A	02-07-20	02-07-20	Facilities Services
TORRES, Jorge	Custodian	01.0-81500.0-00000-82100-2240-7523300		35-VI	A	02-02-20	02-23-20	Muir Middle School
TYSON, Diana	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	02-01-20	05-31-20	Burbank Adult School
VAZQUEZ, Isidoro	Custodian	01.0-90902.0-81000-50002-2240-7528000		35-VI	A	02-01-20	05-31-20	Miller Elementary
VILLALTA, Maria	Food Service Assistant	13.0-53100.0-00000-37000-2230-3200000		27-VI	D	02-18-20	05-30-20	Luther Middle School
WILLIAMS, Randall	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	02-01-20	03-31-20	Burbank Adult School
ZELAYA, Raul	Lead Custodian Secondary	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	02-01-20	02-07-20	Muir Middle School
ZEPEDA SALAZAR, Susan	School Aide	01.0-00000.0-11100-10009-2930-2162000 01.0-90201.0-11100-10009-2930-2168400		13.00	G	02-03-20	02-06-20	Washington Elementary
	Elementary School Aide	01.0-00000.0-11100-10009-2930-2161000		27-I	D	02-25-20	02-25-20	Washington Elementary
Election – Walk on Coach								
ABISAMRA, Joy	Short Term Performing Arts	01.0-00000.0-15001-42000-2171-7453200		13.09	F	09-16-19	09-16-19	Muir Middle School
AHMED, Shaheen	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		13.09	F	02-01-20	04-30-20	Burbank High School
BRIGGS, James	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500 01.0-90904.0-17006-41002-2171-4318100		13.09	F	02-01-20	02-29-20	Burroughs High School Burbank High School
BRIONES, John	Short Term Performing Arts	01.0-90904.0-17011-41000-2171-4318100 01.0-90904.0-17007-41001-2171-3228100		13.09	F	02-01-20 02-02-20	02-29-20 05-31-20	Burbank High School Muir Middle School
BROWN, Joel	Short Term Athletic	01.0-00000.0-15001-42002-2171-4320000		106/game	F	02-01-20	02-29-20	Burroughs High School
CADET, Junior	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		13.09	F	02-01-20	04-30-20	Burbank High School
CARD, Zachary	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		13.09	F	02-01-20	04-30-20	Burbank High School
CARDENAS, Angel	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		13.09	F	02-01-20	02-29-20	Burbank High School
DANIELS, Ryan	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		13.09	F	02-01-20	04-30-20	Burroughs High School

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Election – Walk on Coach (Continued)								
DE CARO, Michael	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		13.09	F	02-01-20	04-30-20	Burroughs High School
DIAZ, Kameron	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		13.09	F	02-01-20	03-31-20	Burroughs High School
ELEY, Marcus	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		13.09	F	02-01-20	02-29-20	Burroughs High School
ESTRADA, Blake	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		13.09	F	02-01-20	02-29-20	Burroughs High School
FREEMAN, Andee	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		13.09	F	02-01-20	02-29-20	Burroughs High School
GRACEFFO, Michael	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		13.09	F	02-01-20	04-30-20	Burbank High School
GREEN, Krystin	Short Term Athletic	01.0-90201.0-15001-42000-2171-4318711 01.0-00000.0-15001-42000-2171-4310000		13.09	F	02-01-20 02-01-20	02-29-20 04-30-20	Burbank High School
GROTE, Laura	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-3208500		13.09	F	02-01-20	02-29-20	Luther Middle School
HART, Robert	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		13.09	F	02-01-20	04-30-20	Burbank High School
HAMMOND, Christine	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		13.09	F	02-01-20	04-30-20	Burbank High School
KELLOGG, Mitchell	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		13.09	F	02-01-20	02-31-20	Burroughs High School
KODAMA, Mitchell	Short Term Athletic	01.0-00000.0-15001-42002-2171-4320000		191/game	F	02-01-20	02-29-20	Burroughs High School
KUKAWSKI, John	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		13.09	F	02-01-20	04-30-20	Burbank High School
LEE, Timothy	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		13.09	F	02-01-20	02-29-20	Burroughs High School
LUCERO, Michael	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		13.09	F	02-01-20	04-30-20	Burbank High School
MCGARRAH, Shane	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500 01.0-90904.0-17006-41002-2171-4318100		13.09	F	02-01-20	02-29-20	Burroughs High School Burbank High School
MELE, Louis	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		13.09	F	02-01-20	04-30-20	Burroughs High School
MORILLAS, Charles	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		13.09	F	02-01-20	02-29-20	Burroughs High School

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Election – Walk on Coach (Continued)								
NELSON, Kathryn	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		13.09	F	02-01-20	04-30-20	Burbank High School
NEWTON, Mark	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		13.09	F	02-01-20	04-30-20	Burbank High School
ORTEGA-JENNISON, Martin	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000 01.0-90904.0-15001-42000-2171-4328100 01.0-00000.0-15001-42002-2171-4320000		13.09 106/game	F F	02-01-20 02-01-20	04-30-20 02-28-20	Burroughs High School
POLCHOW, Michael	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		13.09	F	02-01-20	03-31-20	Burroughs High School
SANCHEZ, Melissa	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		13.09	F	02-01-20	04-30-20	Burbank High School
STANLEY, Jennifer	Short Term Performing Arts	01.0-90904.0-17005-41004-2171-4328100		13.09	F	02-01-20	02-28-20	Burroughs High School
STRANG, Sheila	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		13.09	F	02-01-20	04-30-20	Burroughs High School
TYLER, Patrick	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		13.09	F	02-01-20	04-30-20	Burbank High School
VILLEGAS, Sandra	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		13.09	F	02-01-20	02-29-20	Burroughs High School
WHITE, Sean	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		13.09	F	02-01-20	04-30-20	Burroughs High School
WIEGAND, Angela	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		13.09	F	02-01-20	02-29-20	Burroughs High School
WIEGAND, Roy	Short Term Performing Arts	01.0-90904.0-17005-41004-2171-4328100 01.0-90201.0-17006-41002-2171-4328500		13.09	F	02-1-20 02-01-20	02-28-20 02-29-20	Burroughs High School
WILKINS, Jessica	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		13.09	F	02-01-20	02-29-20	Burroughs High School
ZONSHINE, Michael	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		13.09	F	02-01-20	02-29-20	Burbank High School

Signature

Title: ~~Assistant~~ Superintendent, Human Resources Services

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BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 02/04/2020 & 02/14/2020

PO Number	Vendor	Description	Site	Fund	Total Amount
20000166	ALL PHASE ELECTRIC SUPPLY CO	C/O 1: REDUCE BY $10,000.00; 2019-20 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$40,000.00
20000194	LOWE'S HOME IMPROVEMENT	C/O 1: INCREASE BY $2,500.00; 2019-20 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$7,500.00
20000195	FRY'S ELECTRONICS INC	C/O 1: REDUCE BY $1,500.00; 2019-20 BLANKET ORDER; ELECTRONIC REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$500.00
20000376	GRAINGER INC	C/O 1: REDUCE BY $7,500.00; 2019-20 BLANKET ORDER; FACILITY AND EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$66,000.00
20001253	CHUMASH INDIAN MUSEUM	C/O 1: INCREASE BY $600.00; FIELD TRIP ADMISSION; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$800.00
20001566	LACOE, OUTDOOR EDUCATION	C/O 1: INCREASE BY $15,845.00; OUTDOOR SCIENCE SCHOOL DEPOSIT; GIFT FUNDS; BOARD APPROVED 9/5/19	PROVIDENCIA ELEMENTARY	010	$17,145.00
20002150	FOUR WINDS	C/O 1: INCREASE BY $71.90; STUDENT TRANSPORTATION; GETTY MUSEUM; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$450.00
20002436	SOUTHWINDS TRANSPORTATION	C/O 1: CANCEL ORDER; STUDENT TRANSPORTATION; JBHS CTE CAREER FAIR; GIFT FUNDS	MONTEREY HIGH SCHOOL	010	$415.60
20002441	HATCH & CESARIO	C/O 1: INCREASE BY $500.00; LEGAL FEES	Student Services	010	$2,422.00
20002603	SPECIAL EDUCATION PARENTS	C/O 1: REDUCE BY $21,331; REIMBURSEMENT TO PARENTS FOR TUITION AND TUTORING; SPECIAL EDUCATION; BOARD APPROVED 12/19/19	SPECIAL EDUCATION	010	$825.00
20002797	LOWE'S HOME IMPROVEMENT	C/O 1: REDUCE BY $65.05; ART SUPPLIES; ARTS FOR ALL FUND	BURBANK HIGH SCHOOL	010	$219.57
20002833	LEONIS ADOBE MUSEUM	FIELD TRIP ADMISSION; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$1,067.00
20002834	INKED IN	SCREEN PRINTING SERVICES; GIFT FUNDS	MILLER ELEMENTARY	010	$125.25
20002835	CENGAGE LEARNING	BOOKS; ADULT EDUCATION BLOCK-GRANT	BURBANK ADULT SCHOOL	110	$1,058.40
20002836	AMAZON CAPITAL SERVICES	BOOKS; GIFT FUNDS	DISNEY ELEMENTARY	010	$56.19
20002837	AMAZON CAPITAL SERVICES	BOOKS	JOHN BURROUGHS HIGH SCHOOL	010	$528.76
20002838	AMAZON CAPITAL SERVICES	BOOKS; LOTTERY FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$936.68
20002839	REALLY GOOD STUFF LLC	INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	MC KINLEY ELEMENTARY	010	$255.37
20002840	UME FEDERAL CREDIT UNION	OFFICE FURNITURE	JORDAN MIDDLE SCHOOL	010	$2

BURBANK UNIFIED SCHOOL DISTRICT

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PO Number	Vendor	Description	Site	Fund	Total Amount
20002841	LOWE'S HOME IMPROVEMENT	ART SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$57.65
20002842	SCHOLASTIC INC.	BOOKS; SPECIAL EDUCATION FUNDS	MC KINLEY ELEMENTARY	010	$219.40
20002843	DICK BLICK CO	ART SUPPLIES; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$575.20
20002844	MULTI-HEALTH SYSTEMS	TESTING MATERIALS; SPECIAL EDUCATION	SPECIAL EDUCATION	010	$510.84
20002845	SCANTRON CORPORATION	TESTING MATERIALS	JOHN BURROUGHS HIGH SCHOOL	010	$1,208.15
20002846	COSTELLA, LIZ	REIMBURSEMENT TO PRINCIPAL FOR SUPPLIES	MC KINLEY ELEMENTARY	010	$272.61
20002847	COYNE, MARIE	FOOD FOR OSS CHAPERONES; GIFT FUNDS	PROVIDENCIA ELEMENTARY	010	$155.96
20002848	PTM DOCUMENT SYSTEMS	CUSTOM PRINTED GRADE MAILER; ACCOUNTS RECEIVABLE FUNDS, LCFF SUPPLEMENTAL FUNDS & GENERAL UNRESTRICTED FUNDS	VARIOUS SITES	010	$3,412.27
20002849	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	JEFFERSON ELEMENTARY	010	$146.42
20002850	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$456.44
20002851	B & H PHOTO-VIDEO	TECHNOLOGY SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$782.66
20002852	ENCORP	PROFESSIONAL SERVICES; INSPECTION @ BHS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,227.00
20002853	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLY; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$6.04
20002854	SCHOOL APPTITUDE LLC	MOBILE APP ANNUAL HOSTING FEE; TITLE I FUNDS; BOARD APPROVED 6/20/19	WASHINGTON ELEMENTARY	010	$996.00
20002855	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; FILM LA FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$71.37
20002856	AMAZON CAPITAL SERVICES	CLASSROOM FURNITURE; FILM LA FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$297.64
20002857	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$188.20
20002858	FOUR WINDS	STUDENT TRANSPORTATION; DISNEYLAND; GIFT FUNDS	MILLER ELEMENTARY	010	$600.00
20002859	FOUR WINDS	STUDENT TRANSPORTATION; GETTY MUSEUM; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$435.00
20002860	DURHAM SCHOOL SERVICES	STUDENT TRANSPORTATION; SAN FERNANDO MISSION; GIFT FUNDS	STEVENSON ELEMENTARY	010	$1,608.54
20002861	READ TO THEM INC.	BOOKS; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$5,175.14
20002862	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$101.21
20002863	TRANSIT SYSTEMS UNLIMITED, INC	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$505.00
20002864	RAPTOR TECHNOLOGIES LLC	OFFICE SUPPLIES	MILLER ELEMENTARY	010	$220.50
20002865	SOUTHWEST SCHOOL & OFFICE SUPPLY	OFFICE SUPPLIES	ROOSEVELT ELEMENTARY	010	$7,464

BURBANK UNIFIED SCHOOL DISTRICT

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PO Number	Vendor	Description	Site	Fund	Total Amount
20002866	B & H PHOTO-VIDEO	AUDIO VISUAL SUPPLIES	BURBANK HIGH SCHOOL	010	$462.98
20002867	AMTECH ELEVATOR SERVICES	FURNISH AND INSTALL DOOR PROTECTION SYSTEM ON ELEVATOR @ EMERSON ES; ON-GOING AND MAJOR MAINTENANCE FUNDS	EMERSON ELEMENTARY	010	$3,872.00
20002868	BARKSHIRE LASER LEVELING INC.	LASER LEVELING OF BASEBALL FIELD @ BHS; ON-GOING AND MAJOR MAINTENANCE FUNDS	BURBANK HIGH SCHOOL	010	$1,700.00
20002869	PATRIOT FIRE PROTECTION	FIRE PROTECTION SERVICE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$2,421.77
20002871	CITY OF BURBANK	FIELD IMPROVEMENTS @ GEORGE IZAY PARK AND PERMANENT FOUL LINES @ GEORGE IZAY AND MCCAMBRIDGE PARK FIELDS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$57,820.00
20002872	AMS.NET INC	SOFTWARE MAINTENANCE & SUPPORT; SURVEILLANCE SYSTEMS; BOARD APPROVED 9/19/19	VARIOUS SITES	010	$3,036.76
20002873	TEXTBOOK WAREHOUSE INC	BOOKS; ACCOUNTS RECEIVABLE	JOHN BURROUGHS HIGH SCHOOL	010	$1,517.04
20002874	LOWE'S HOME IMPROVEMENT	CLASSROOM APPLIANCE; CHILD DEVELOPMENT FUNDS	JEFFERSON ELEMENTARY	120	$557.24
20002875	UME FEDERAL CREDIT UNION	COMMUNICATIONS EQUIPMENT	TECHNOLOGY SERVICES	010	$428.98
20002876	DMP PRINTING	CUSTOM T-SHIRTS; GIFT FUNDS	EMERSON ELEMENTARY	010	$4,148.70
20002877	LITERACY RESOURCES, LLC	INSTRUCTIONAL MATERIALS	BRET HARTE ELEMENTARY	010	$844.09
20002878	PAVY THOMSON, ROBERTA	CONSULTANT AGREEMENT; CURRICULUM PROGRAM DEVELOPMENT; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 1/16/20	BURBANK ADULT SCHOOL	110	$13,750.00
20002879	FLINN SCIENTIFIC INC	CLASSROOM SUPPLY; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$37.94
20002880	STAPLES BUSINESS ADVANTAGE	OFFICE FURNITURE	PROVIDENCIA ELEMENTARY	010	$82.68
20002881	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLY	EMERSON ELEMENTARY	010	$21.60
20002882	TYMINSKI, THOMAS	CONSULTANT AGREEMENT: WOODWORKING CLASSES: GIFT FUNDS; BOARD APPROVED 8/15/19	EDISON ELEMENTARY	010	$1,620.00
20002883	UME FEDERAL CREDIT UNION	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$89.49
20002884	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR TUITION & TUTORING: SPECIAL EDUCATION; BOARD APPROVED 12/19/19	SPECIAL EDUCATION	010	$21,331.00
20002886	AMAZON CAPITAL SERVICES	BOOK; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$40.40

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 02/04/2020 & 02/14/2020

PO Number	Vendor	Description	Site	Fund	Total Amount
20002887	AMAZON CAPITAL SERVICES	ART SUPPLIES	PROVIDENCIA ELEMENTARY	010	$83.82
20002888	HUNTER, LISA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	JORDAN MIDDLE SCHOOL	010	$43.98
20002889	SCHOOL SPECIALTY, INC	OFFICE SUPPLIES	JEFFERSON ELEMENTARY	010	$213.44
20002890	UME FEDERAL CREDIT UNION	INSTRUCTIONAL SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$32.78
20002891	MAYES, JESSICA	REIMBURSEMENT TO TEACHER FOR MEETING SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$57.57
20002892	SWEETWATER SOUND INC	AUDIO EQUIPMENT	JOHN BURROUGHS HIGH SCHOOL	010	$439.90
20002893	KESHISHIAN, ARAZ	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$126.83
20002894	FLINN SCIENTIFIC INC	INSTRUCTIONAL SUPPLIES	BURBANK HIGH SCHOOL	010	$624.40
20002895	AMAZON CAPITAL SERVICES	INSTRUCTIONAL EQUIPMENT	JOHN BURROUGHS HIGH SCHOOL	010	$186.32
20002896	NASCO WEST	ART SUPPLIES	EMERSON ELEMENTARY	010	$74.65
20002897	ELLIOTT, JEANNETTE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	MONTEREY HIGH SCHOOL	010	$351.65
20002898	FIRST UNITED METHODIST CHURCH	FACILITY RENTAL; LCAP SUPPLEMENTAL FUNDS	Student Services	010	$725.00
20002899	SOUTHWINDS TRANSPORTATION	STUDENT TRANSPORTATION; LEONIS ADOBE MUSEUM; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$941.20
20002900	EDUCATIONAL INNOVATIONS INC	CLASSROOM SUPPLIES; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$268.62
20002901	CDW-G - COMPUTER DISCOUNT WHSE	TECHNOLOGY SUPPLIES; STEM GRANT	BURBANK ADULT SCHOOL	010	$203.85
20002902	ARROW RESTAURANT EQUIPMENT	CAFETERIA EQUIPMENT; CHILD NUTRITION SCHOOL PROGRAM FUNDS	BRET HARTE ELEMENTARY	130	$4,093.80
20002903	KAMMER, MARION C.	REIMBURSEMENT TO FUNDRAISING COMMITTEE MEMBER FOR STUDENT AWARD CEREMONY SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$100.00
20002904	GOODHEART-WILLCOX PUBLISHER	TEXTBOOKS; ADOPTED; BOARD APPROVED 12/15/16	JOHN BURROUGHS HIGH SCHOOL	010	$512.75
20002905	LACOE	REGISTRATION FEES; SCIENCE INSTRUCTIONAL MATERIALS FAIR	INSTRUCTIONAL SERVICES	010	$275.00
20002906	AMAZON CAPITAL SERVICES	BOOKS, OFFICE SUPPLIES & INSTRUCTIONAL MATERIALS; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$119.35
20002907	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES & BOOKS; GIFT FUNDS	EMERSON ELEMENTARY	010	$374.81
20002908	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES; STEM GRANT	BURBANK HIGH SCHOOL	010	$182.18
20002909	SOUTHWEST SCHOOL & OFFICE SUPPLY	ART SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$154.35
20002910	PEARSON ASSESSMENT	TESTING MATERIALS; SPECIAL EDUCATION	SPECIAL EDUCATION	010	$336.57
20002911	RALUY-MARTINEZ, LISA	INSTRUCTIONAL SUPPLIES & BANK CHARGE	LUTHER BURBANK MIDDLE SCHOOL	010	$1,139.15

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 02/04/2020 & 02/14/2020

PO Number	Vendor	Description	Site	Fund	Total Amount
20002912	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	OFFICE FURNITURE	ROOSEVELT ELEMENTARY	010	$516.25
20002913	UME FEDERAL CREDIT UNION	BUS & METRO TRANSPORTATION FOR FAMILIES IN TRANSITION; TITLE I FUNDS	Student Services	010	$408.00
20002914	NAZARIAN, EDMOND	REFUND TO PARENT FOR OUTDOOR SCIENCE SCHOOL; GIFT FUNDS	EMERSON ELEMENTARY	010	$220.00
20002915	BERTRAND'S MUSIC	MUSICAL INSTRUMENT REPAIRS; GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$207.28
20002916	SCHOOL OUTFITTERS	AUDITORY SUPPLIES	PROVIDENCIA ELEMENTARY	010	$408.96
20002917	AMAZON CAPITAL SERVICES	INSTRUCTIONAL AND CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$300.69
20002918	UME FEDERAL CREDIT UNION	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$68.80
20002919	CDW-G - COMPUTER DISCOUNT WHSE	OFFICE EQUIPMENT	FISCAL SERVICES	010	$2,074.41
20002920	CBFS-CAMBRIDGE BUSINESS FORMS SVCS	WAREHOUSE STOCK; HEALTH RECORD FOLDERS	WAREHOUSE	010	$1,604.14
20002921	FOUR WINDS	STUDENT TRANSPORTATION; LACMA; ACCOUNTS RECEIVABLE FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,050.00
20002922	TOURCOACH CHARTER & TOURS TRANSPORTATION	STUDENT TRANSPORTATION; TEMECULA HIGH SCHOOL; ACCOUNTS RECEIVABLE FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,052.63
20002923	FOUR WINDS	STUDENT TRANSPORTATION; LA ZOO; GIFT FUNDS	MILLER ELEMENTARY	010	$435.00
20002924	FOUR WINDS	STUDENT TRANSPORTATION; LEONIS ADOBE MUSEUM; GIFT FUNDS	MILLER ELEMENTARY	010	$990.00
20002925	FOUR WINDS	STUDENT TRANSPORTATION; KIDSPACE MUSEUM; GIFT FUNDS	MILLER ELEMENTARY	010	$870.00
20002926	CROWN CITY BUSES, INC.	STUDENT TRANSPORTATION; PATRIOT HIGH SCHOOL; GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$851.00
20002927	TOURCOACH CHARTER & TOURS TRANSPORTATION	STUDENT TRANSPORTATION; NATURAL HISTORY MUSEUM; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$1,152.88
20002928	ALL IN ONE POSTER COMPANY, INC.	CALIFORNIA & FEDERAL COMBINATION POSTERS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FISCAL SERVICES	010	$745.50
20002929	PEARSON ASSESSMENT	TESTING MATERIALS; SPECIAL EDUCATION	SPECIAL EDUCATION	010	$482.65
20002930	MULTI-HEALTH SYSTEMS	TESTING MATERIALS; SPECIAL EDUCATION	SPECIAL EDUCATION	010	$887.58
20002931	SCHOOL SPECIALTY, INC	PLAYGROUND REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,101.97
20002932	CAROLINA BIOLOGICAL SUPPLY CO	INSTRUCTIONAL SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$893.70
20002933	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	OFFICE FURNITURE	JOHN BURROUGHS HIGH SCHOOL	010	$162.06
20002934	GOPHER SPORT	PLAYGROUND SUPPLIES; GIFT FUNDS	EMERSON ELEMENTARY	010	$157.44

BOARD DETAIL REPORT

Printed between 02/04/2020 & 02/14/2020

PO Number	Vendor	Description	Site	Fund	Total Amount
20002935	DEPARTMENT OF INDUSTRIAL RELATIONS	ANNUAL CONVEYANCE PERMIT FEE FOR WASHINGTON ES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$450.00
20002936	AMTECH ELEVATOR SERVICES	SERVICE CALL ON ELEVATOR; ON-GOING AND MAJOR MAINTENANCE FUNDS	BURBANK HIGH SCHOOL	010	$350.00
20002937	TEXTBOOK WAREHOUSE INC	BOOKS; ADULT ED GENERAL APPORTIONMENT	BURBANK ADULT SCHOOL	110	$439.24
20002938	KAUR, HARJOT	REIMBURSEMENT TO TEACHER FOR MEETING SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$29.25
20002939	CORONA CLAY COMPANY	REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	BURBANK HIGH SCHOOL	010	$1,702.50
20002940	CDW-G - COMPUTER DISCOUNT WHSE	LAPTOP CHARGING CABINET; SPECIAL EDUCATION FUNDS	STEVENSON ELEMENTARY	010	$523.69
20002941	SCHOOL SPECIALTY, INC	ART SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$169.38
20002942	DIVISION OF THE STATE ARCHITECT	DSA APPLICATION ADDITIONAL FEES; RELOCATABLE BUILDINGS @ MCKINLEY ES; BOND FUNDS	FACILITIES SERVICES	213	$12,325.00
20002943	FIRST BOOK	BOOKS; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$77.89
20002944	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; TABLETS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$4,668.35
20002945	BURBANK OPTOMETRIC CENTER, INC.	CONSULTANT AGREEMENT; VISION THERAPY; SPECIAL EDUCATION; BOARD APPROVED 1/16/20	SPECIAL EDUCATION	010	$2,100.00
20002946	PARRILL, AMY	REIMBURSEMENT TO PARENT FOR FUNDRAISING SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$71.99
20002947	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$62.61
20002948	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$84.67
20002949	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	STEVENSON ELEMENTARY	010	$84.54
20002950	DURHAM SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$5,895.32
20002951	WOODARD, NEELA	REIMBURSEMENT TO FUNDRAISING COMMITTEE PRESIDENT FOR SOFTWARE SUBSCRIPTION & SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$96.91
20002952	SUREWAY TRANSPORTATION	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$925.00
20002953	AMAZON CAPITAL SERVICES	AUDIO VISUAL SUPPLIES; GIFT FUNDS	DISNEY ELEMENTARY	010	$491.66

PO Count: **130** **Total:** **$333,132.97**

Printed between 02/04/2020 & 02/14/2020

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	124	$300,909.29
110	Adult Education Fund	3	$15,247.64
120	Child Development Fund	1	$557.24
130	Cafeteria Fund	1	$4,093.80
213	Building Fund - 3rd Issuance	1	$12,325.00
		Total:	**$333,132.97**

3/19/2020

To the Superintendent of Schools:

Request for the authorization of the following warrants is presented for your approval subject to the action of the Board of Education.

Warrants	Payroll		Warrants	Commercial	
6528987	6528998		25724547	25724562	
6530176	6530205		506981	506981	
6530664	6530669		25727729	25727766	
6532956	6532973		25741802	25741828	
			508027	508028	
			25744080	25744114	
			508227	508228	
			508368	508370	

2/11/20 - 2/20/20 **$ 17,748.53** **2/10/20 -2/19/20** **$ 470,279.86**

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Jenny Jones, Administrative Secretary II
DATE:	March 19, 2020
SUBJECT:	Ratification and Approval of Instructional Consultant Services

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Background:

The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant, company/organization must complete the required paperwork by the District to ensure that District students receive the services they require. All consultant requests must be approved by the Board of Education prior to services being rendered.

Discussion and Issues:

Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify and approve the instructional consultant services for the purpose of on-site student learning support and staff development, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION AND APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: March 19, 2020

Site	Name	Purpose	Dates	Cost	Appropriation Number
Instructional Services	The Music Center	The Music Center will provide 8 weeks of visual arts instruction to the students of the FACTS Program.	3/20/2020-5/31/2020	$3,946.00	01.0-90711.0-11100-10000-5810-7428000
Jordan Middle School	Enrichment Works	As part of the 6th grade Greek Day, Enrichment Works sends a performer to re-enact the Voyage of Odysseus.	3/20/2020	$400.00	01.0-90201.0-11100-10000-5810-3218200
Jordan Middle School	K. C. Johnson	The purpose of the after-school enrichment program is to provide the students in the Dual Immersion program the opportunity to take elective classes similar to their 6th grade peers.	3/30/2020-5/13/2020	$1,400.00	01.0-90201.0-11100-10000-5810-3218600
Bret Harte Elementary School	Garri Dance Studio	The purpose of the dance instruction is to provide students with exposure to varying dance styles, professionally choreographed dance numbers, and the opportunity to perform the dances for an audience. The CA VPA/Dance Standards are used as basis for the choreography and lessons.	3/30/2020-5/8/2020	$4,050.00	01.0-90201.0-11100-10000-5810-2058200
Bret Harte Elementary School	Mobile Ed Productions Inc.	Students in every grade will experience instruction on constellations, sun, the planets, and the moon in a developmentally appropriate manner while inside the inflated planetarium.	April 6, 13, May 6, 2020	$2,985.00	01.0-90201.0-11100-10000-5810-2058200
Bret Harte Elementary School (ratification)	Darrell Bishop	Mr. Bishop will provide musical, acting, dance and stage performance coaching for the Bret Harte Variety Show. Variety Show is a PTA event which provides opportunities for students to perform for family, friends and the school in a program. While the event raises some money, the event is meant as a "give-back" program funded by PTA.	12/2/2019-3/14/2020	$3,500.00	01.0-90201.0-11100-10000-5810-2058200
Providencia Elementary School	Liz Richards Design	Liz Richards Design will be creating a mural for both sides of Providencia's Ball Walls. The design has been carefully planned to represent the school. Students will be learning the different steps and processes of painting a mural.	3/20/2020-4/3/2020	$3,000.00	01.0-90703.0-11100-10000-5850-2138000
Emerson Elementary School	Sophie Olson Entertainment	Ms. Olson will provide a series of dance workshops/instruction to all 5th grade students. Her dance instruction includes a variety of dance types.	April-May, 2020	$3,150.00	01.0-90201.0-11100-10000-5810-2032030

Miller Elementary School	Theatre Play – Crystal Robins	Ms. Robins will provide (6) 60-minute theatre workshops for five grade 2 classes for a total of 30 workshops and about 125 students. These workshops will help our students to use their voice and body to enhance their stage presence. After the workshops, there will be a performance by all ograde 2 students in the Spring, 2020. These workshops will help to increase student achievement in English Language Arts State Standards by integrating the grade level listening and speaking standard 1.0 and providing students with the opportunities to develop literacy and communication skills as well as higher-order thinking skills such as creative and critical thinking and problem solving. It will also help build students' self-esteem.	4/3/2020-5/12/2020	$2,400.00	01.0-90703.0-11100-10000-5810-2108000 01.0-90201.0-11100-10000-5810-2108700
John Muir Middle School	The Music Center	The Ballet Folclorico Do Brazil will provide an assembly that will share dances and music that express the rich blend of African, Portuguese and indigenous influences as part of the John Muir Middle School's 7th grade cultural day on March 20, 2020.	3/20/2020	$1,500.00	01.0-90904.0-11100-10000-5810-3228100
John Burroughs High School	Dr. Robert Kretz	Teachers often struggle with handling emotional issues when they arise in the classroom. Dr. Kretz will provide teachers with tools to identify and help support students with mental health issues.	5/7/2020	$0	N/A

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 6 of **February 2020** by and between the **Burbank Unified School District,** hereinafter referred to as "District", and **The Music Center** hereinafter referred to as "Consultant."

Payee's Name The Music Center Daytime Phone Number (213) 972-3397 Email Address: PCantarelli@MusicCenter.org

Mailing Address: 135 North Grand Ave., Los Angeles, CA 90012

Sponsoring Administrator: Sharon Cuseo, Assistant Superintendent of Instructional Services

Board Approval March 19, 2020

Account Code: 010-90711-0-11100-1000-5810-742-8000 (Arts for All Film LA)

The assignment **will or ☒ will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance. Retired Employee: Please check if you belong to __calPERS __cal STRS Retirement Date _____**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, for a total of $ 3,946.00.
2. **Amount to include speaking fee, mileage and any additional fees.
3. The term of the Agreement shall be the period commencing on: March 20, 2020 and terminating on **May 31,2020**
4. Payment Terms: **$3,946.00 payable on May 31,2020**
5. Consultant will provide the following services:

Consultant will provide 8 weeks of visual arts instruction for all students enrolled in the FACTS program. 5.

The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

Fiscal Services Administrator	Date	X Consultant	3-2-20 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Order will be created. This Purchase Order will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Order. Once services are rendered, send paperwork to accounts receivable so they can process payment.

Revised 09/18

THE MUSIC CENTER

135 NORTH GRAND AVENUE
LOS ANGELES, CA 90012

CONTRACT FOR SERVICES

January 15, 2020

Emilio Urioste, Principal
Burbank Adult School
3811 West Allan Ave.
Burbank, CA 91505

Burbank Unified School District
emilieurioste@burbankusd.org
(818) 729-5950

SERVICES TO BE PROVIDED
SCHOOL YEAR 2019-2020

ARTIST IN RESIDENCY – FACTS PROGRAM (Burbank Adult School)

Classroom Visits – Alvaro Asturias, Visual Arts

1.	8 sessions x 2 classrooms (ages 18-22) - 90 minutes each @ $110/hour	$2,640
2.	1 hour preliminary planning session @ $110/hour	$110
3.	3 hours curriculum development @ $110/hour	$330
4.	3 hours prep and planning @ $110/hour	$330
5.	1 hour Evaluation and Assessment Meeting @ $110/hour	$110
	Subtotal	**$3,520**
	Administrative Fee @ 5%	$176
	Estimated materials for workshops	$250
	NOT TO EXCEED PROJECT TOTAL =	**$ 3,946**

Burbank Unified School District March 20,

I. This agreement shall be in effect from ~~February 15~~, 2020 through May 31, 2020, or shall be effective until termination by mutual agreement, or at any time, with or without cause by giving the other party notice of such action at least 30 days prior to the effective date. Should this contract require modifications during this period, it will be amended by mutual agreement of all parties, and shall be in writing in the form of an addendum to this agreement.

II. An invoice will be provided at the completion of services in this agreement, no later than June 30, 2020. Terms are net 30 days.

March 20,
SCHEDULE: ~~February 15~~, 2020 through May 31, 2020

TERMS AND CONDITIONS:

1. The Performing Arts Center of Los Angeles County (Music Center) has agreed to supply and the above named Organization has agreed to purchase the program(s) and/or workshop(s) described in SERVICES TO BE PROVIDED, above, for the total amount shown.
2. Events may be cancelled or rescheduled by the Organization with at least two business days' notice to Music Center's School Programs without penalty. The Organization will be charged for any event cancelled with less than two business days' notice.
3. In the event that a program or workshop is canceled for any reason by the artist or by the Music Center, it is understood and agreed that the program or workshop will be rescheduled at a mutually convenient time and that the Performing Arts Center of Los Angeles County will not be liable for any financial consequences.
4. NO FILMING, TAPING OR VIDEOTAPING OF ANY PROGRAM IS PERMITTED, DUE TO CONTRACTUAL AND UNION RESTRICTIONS
5. Workshop and performance space, program equipment and/or materials are the responsibility of the Organization. Material charges referenced above refer only to additional material to be provided by the artist and/or the Music Center.

* * * * * * * * * * * * * * * * * * * *

Please sign, date and return one copy to Music Center School Programs, attention: Keith Wyffels, by February 20, 2020

Performing Arts Center of Los Angeles County — Date 1-15-20
Keith Wyffels, Associate Vice President of Education

Burbank Unified School District — Date 2.27.2020

Thank you!

ALVARO ASTURIAS

rtist Alvaro Asturias descends from an established family of Antigua in Guatemala. Antigua is famous for its well-preserved Spanish Mudéjar-influenced Baroque architecture as well as a number of spectacular ruins of colonial churches. With this rich visual education h ame to the United States in 1976 and earned a fine arts degree from the Otis Art Institute of Parsons School of Design.



Alvaro's artwork has earned him a fellowship from the J. Paul Getty Trust Fund for the Visual Arts and exhibitions at the Los Angeles County Museum of Art, Museum of Contemporary Art, Los Angeles Children's Museum, Los Angeles Contemporary Exhibition, Los Angeles Municipal Art Gallery , Hippodrome and Sonrisa among other galleries. His work has also been presented several times in Antigua , Guatemala at the Galeria El Sitio. As a result of these exhibitions and commissions, Alvaro's work is held by private collectors in Northern and Southern California and his native Guatemala . Writing about Alvaro's work includes reviews by Ted Twine and Marga Vijvoet in Artweek, publications by the Getty, cultural organization of Guatemala and Los Angeles newspapers.

lvaro is also gifted arts educator and has worked for many years with the educational divisions of the Music Center of Los Angeles, the os Angeles County Museum of Art and the Los Angeles Unified School district . He was also tapped to be an artist in residence at the hildren's Museum developing programs and workshops, designing installations and training incoming staff.

lvaro's work encompasses acrylic on canvas and board, installations (many including the traditional Antiguan medium of sawdust) and heatrical set design. In 1992 his talent was tapped to design a float for the annual Pasadena Rose Parade. At present, Alvaro is worki n the "Antigua Paintings" a series of works inspired by the people, visual heritage and legends of Antigua .

/ARO ASTURIAS



on activities with Alvaro Asturias provide insight into the crafts, stories and history of civilizations around the wor
ıulticultural workshops can include the construction of Guatemalan masks, Panchatantra puppets, origami, *papel*
Roman mosaics, Egyptian paintings and an exploration of a Mayan city. Each session incorporates historical elem
rytelling in order to deepen students' understanding of and appreciation for the artwork being created.

dule an Arts Integration Partnership and/or Professional Development at your school, please call (213) 972-4330 o

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 24th of February by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Enrichment Works hereinafter referred to as "Consultant."

Payee's Name: Enrichment Works Daytime Phone Number: (818) 780-1400 Email Address: dwbabcock@enrichmentworks.org

Mailing Address: 5605 Woodman Avenue, Suite #207, Valley Glen, CA 91401-4703

Sponsoring Administrator: Jennifer Meglemre

Board Approval: March 19, 2020

Account Code: 010-90201-0-11100-10000-5810-321-8200

The assignment ☐ will or X will not require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. Consultant shall not begin service until HR receives clearance. Retired Employee: Please check if you belong to __calPERS __cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 400 per hour☐/ per day X/ per session☐ for a total not to exceed $ 400 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: March 20, 2020 and terminating on March 20, 2020.
3. Payment Terms: _____
4. Consultant will provide the following services:

   Performer for the 6th grade Greek Day

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

_____		D Wood-R	2/28/20
Fiscal Services Administrator	Date	Consultant	Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Order will be created. This Purchase Order will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Order. Once services are rendered, send paperwork to accounts receivable so they can process payment.

Revised 09/18

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 24th of February, 20 20 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and K.C. Johnson hereinafter referred to as "Consultant."

Payee's Name K.C. Johnson Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jennifer Meglemre

Board Approval Date March 19, 2020

Account String 010-90201-11100-10000-5810-321-8600

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 100 per hour☐/ per day ■/ per session☐ for a total not to exceed $ 1400 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on March 30, 2020 and terminating on May 13, 2020 .
3. Payment Terms: monthly, upon invoice
4. Consultant will provide the following services:

   Mrs Johnson will teach in our after school enrichment program

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

_____		_____		
BUSD Authorized Signature/Title	Date	Consultant	K.C. Johnson	Date 2/28/2020

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

K.C. Johnson

[redacted]

EXPERIENCE

The Simpsons, Fox TV Animation — *Retake Director*
AUGUST 2007 - PRESENT

Direct creative animation changes from final script rewrite before air. Generate and approve new storyboards, layout, animation, timing, design, and color (all facets of TV animation production) while directing a crew within tight deadlines and quick turnaround times.

Animation Guild, Local 839 IATSE — *President*
NOVEMBER 2017 - DECEMBER 2019

Led an entertainment industry labor union with over 5,000 active members. Chaired all Executive Board and General Membership Meetings, created a new dynamic committee structure, negotiated a new contract with the AMPTP, wrote monthly and quarterly articles for publication.

The Simpsons Movie, Fox TV Animation — *Story Reel Artist*
DECEMBER 2006 - JULY 2007

Storyboard script changes as directed by the President of Gracie Films under a fast-paced, dynamic timeline.

Animation Guild, Local 839 IATSE — *Executive Board*
DECEMBER 2007 - PRESENT

Directed the affairs of an established and growing entertainment labor union as a member of the 16-person governing board. Positions included Member-at-Large, Trustee, Sgt-at-Arms, Delegate, and Vice-President.

EDUCATION

Rhode Island School of Design — *BFA, Illustration 1998*

University of Delaware — *BSBA, Business Administration 1995*

YOUTH LEADERSHIP & TEACHING EXPERIENCE

Frost Valley YMCA

College of the Canyons

Hugh O'Brian Youth Leadership (HOBY)

SKILLS

2D Drawn Animation

Toon Boom Harmony

Toon Boom Storyboard Pro

Adobe Creative Suite

Painting

Jewelry Making

Crafting

Figure Drawing

Teaching

Public Speaking

ADDITIONAL CREDITS

Summer Camp Island
Timer

Adventure Time
Timer

Sanjay & Craig
Timer

The Simpsons
Character Layout Artist

Disney's Teacher's Pet
Storyboard Artist

The Oblongs
Storyboard Artist

Daria
Storyboard Revision Artist

Sammy
Storyboard Artist

Darla
Character Layout Artist

BURBANK UNIFIED SCHOOL DISTRICT

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AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 1 of March, 20 20 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Garri Dance Studio hereinafter referred to as "Consultant."

Payee's Name Garri Dance Studio Daytime Phone Number 818 846 4390

Email Address

Mailing Address 3715 Magnolia Blvd. Burbank CA 91505

Sponsoring Administrator Martha Walter

Board Approval Date 19 March 2020

Account String 010 90201 0 11100 10000 5810 205 8200

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 375 per hour☐/ per day ☒/ per session☐ for a total not to exceed $ 4050 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on March 30, 2020 and terminating on May 8, 2020.
3. Payment Terms: Single payment on completion of services.
4. Consultant will provide the following services:

   Six weeks of dance instruction for all students in JK - 5th grade, 2 x / week. Prepration of video for classroom pre-teaching of dances, choreography for teacher dance, organization of culminating school-wide performance.
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title — Date

Megan Boado — 3/5/20

Consultant — Garri Dance Studio — Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

GARRI DANCE STUDIO AGREEMENT

THIS AGREEMENT ("Agreement") made and entered into this 19th day of August, 2019, by and between Garri Dance Studio and Bret Harte Elementary School.

Bret Harte Elementary School requested a proposal for the performance of certain professional services; and Garri Dance Studio desires to enter into an agreement with Bret Harte Elementary School for the performance of these professional services.

In exchange of the mutual promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Garri Dance Studio and Bret Harte Elementary School agree as follows:

1. **Scope of Services.** Garri Dance Studio agrees to supply Bret Harte Elementary School with the following professional services (the "Services"):

a.) Six weeks of Dance Instruction for all Bret Harte Elementary School Students TK-5th with emphasis on the California State Dance/VAPA Standards. Classes will meet Wednesdays and Fridays unless otherwise agreed upon.

b.) School-wide performance for parents with cohesive show theme May 8, 2020.

c.) Up to three Bret Harte Elementary School students will be awarded GDS Summer Scholarships at final performance event (total value $1050.00) to be applied toward 2020 GDS Summer Dance Intensives.

2. **Term.** Garri Dance Studio shall commence providing the Services on March 30, 2020, and shall terminate on May 8, 2020 (the "Term").

3. **Payment.** In consideration of the Services provided pursuant to this Agreement, Bret Harte Elementary School shall pay Garri Dance Studio a "new school" discounted booking fee of $4,050 which will be due upon completion of program. Bret Harte Elementary School agrees to send home promotional materials for Garri Dance Studio throughout the year. ($375/day for two days per week for six weeks = $4,500. $4,500 - 10% new school discount = $4,050.)

4. **Indemnification.** Bret Harte Elementary School shall hold harmless Garri Dance Studio, its Trustees, officers, agents, and employees, from liability of any kind, including all claims and losses for injuries to persons or damage to property in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged in the performance of this Agreement.

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 4 of March, 20 20 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Mobile Ed Productions, Inc. hereinafter referred to as "Consultant."

Payee's Name Mobile Ed Productions, Inc Daytime Phone Number 313 533 4455

Email Address mobileedprodutions.com

Mailing Address 26018 West Seven Mile Road Redford MI 48240

Sponsoring Administrator Martha Walter

Board Approval Date March 19, 2020

Account String 010 90201 0 11100 00000 581 0 205 8200

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 995 per hour☐/ per day ☒/ per session☐ for a total not to exceed $ 2985 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 6, 2020 and terminating on May 6, 2020 .
3. Payment Terms: $1485 due by March 29; balance due upon completion of services
4. Consultant will provide the following services:

   inflatable planetarium set up and break down, seven sessions per day for instruction of children in all grades.

5. The Consultant shall provide an Invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

		E Thompson		3-10-2020
BUSD Authorized Signature/Title	Date	Consultant	Mobile Ed Productions, Inc	Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 06/19

mobile ed productions, inc.

"Education Through Entertainment"

CONTRACTED SERVICES AGREEMENT

26018 West Seven Mile Road
Redford, Michigan 48240
Toll Free (800) 433-7459
Office (313) 533-4455
Fax (313) 533-8445
www.mobileedproductions.com
Fed. ID #38-2463141

Contract # 130223 **District:** Burbank Unified School District
Program: SKY DOME PLANETARIUM
Date: MONDAY, APRIL 6, 2020
Start Time: 8:30 AM **End Time:** 2:10 PM **Assemblies:** 7

Final payment due by date of show.
Please do not pay the performer directly.

Billing Address:	**Program to be held at:**
Martha Walter	Bret Harte Elementary School
Bret Harte Elementary School	3200 Jeffries Avenue
3200 Jeffries Avenue	Burbank CA 91505
Burbank CA 91505	**Attention:** Dawn Poomee

Sign and Return this Contract Agreement and Deposit to our office by: **Sunday, March 29, 2020**

Include Contract # 130223 on your payment for it to be properly applied.

Program Cost:	$795.00
Add'l Session Fee:	$200.00
Grand Total:	$995.00
Deposit:	$497.50

Send money via PayPal to:
info@mobileedproductions.com

Payments Received

Amount	Date Received	Notes

Balance: **$995.00**

School Contact Information: Please notify us of any

Client*: Dawn Poomee **Title*:** **School Phone*:** (818) 427-6091 **Client Phone*:** (619) 708-9202 **Email*:**dpoomee@gmail.com

Alternate*: Martha Walter **Title*:** Principal **Alt. Phone*:** (818) 729-1250 **Email*:**marthawalter@burbankusd.org

*Required Field

Performance Requirements: Initial each of the following conditions and responsibilities:

____ Performer will arrive approximately 15-30 minutes prior to the performance time.
____ Custodial assistance to load & unload may be needed. Performance area to be clear of clutter.
____ Recording of the performance is prohibited without prior written permission.
____ Please, no cell phone, food, drink or other distractions present during the program.
____ Adult supervision for each program is required.
____ The Sky Dome cannot be set up outside.
____ Performance area must have a 15 foot ceiling and a 36 foot diameter to accommodate the Sky Dome.
____ Maximum of 5 programs per day. Additional programs will have an additional charge.
____ Maximum of 70-90 students per session.
____ Lunch and breaks required when 3 or more sessions are scheduled.
____ One electrical outlet.

Special Performer Instructions:

- Mail checks payable to: Mobile Ed Productions - 26018 W. Seven Mile - Redford, MI 48240. Do not pay the performer directly.
- Cancellations 0-30 days prior to the performance date will have a cancellation fee of 50% of the performance cost.
- Accounts not paid within 30 days of the performance date are subject to a 2% monthly finance charge.

Cindy Kruczynski

Cindy Kruczynski
For Mobile Ed Productions, Inc.
cindyk@mobileedproductions.com

Sign and Return X

Sharon Cuseo, Assistant Superintendent
Authorized Representative for: Burbank Unified School District

Customer Code MEP21369
Mario/MT7/Sky

Contract Number: **130223**

Date Issued 2/28/2020 12:18:46

mobile ed productions, inc.

"Education Through Entertainment"

CONTRACTED SERVICES AGREEMENT

26018 West Seven Mile Road
Redford, Michigan 48240
Toll Free (800) 433-7459
Office (313) 533-4455
Fax (313) 533-8445
www.mobileedproductions.com
Fed. ID #38-2463141

Contract # 130224 **District:** Burbank Unified School District
Program: SKY DOME PLANETARIUM
Date: MONDAY, APRIL 13, 2020
Start Time: 8:15 AM **End Time:** 2:10 PM **Assemblies:** 7

Final payment due by date of show.
Please do not pay the performer directly.

Billing Address:	**Program to be held at:**
Martha Walter	Bret Harte Elementary School
Bret Harte Elementary School	3200 Jeffries Avenue
3200 Jeffries Avenue	Burbank CA 91505
Burbank CA 91505	**Attention:** Dawn Poomee

Sign and Return this Contract Agreement and Deposit to our office by: Sunday, March 29, 2020

Include Contract # 130224 on your payment for it to be properly applied.

Program Cost:	$795.00
Add'l Session Fee:	$200.00
Grand Total:	$995.00
Deposit:	$497.50

Send money via PayPal to:
info@mobileedproductions.com

Payments Received

Amount	Date Received	Notes

Balance: **$995.00**

School Contact Information: Please notify us of any

Client*: Dawn Poomee **Title*:** **School Phone*:** (818) 427-6091 **Client Phone*:** (619) 708-9202 **Email*:** dpoomee@gmail.com

Alternate*: Martha Walter **Title*:** Principal **Alt. Phone*:** (818) 729-1250 **Email*:** marthawalter@burbankusd.org

*Required Field

Performance Requirements: Initial each of the following conditions and responsibilities:

____ Performer will arrive approximately 15-30 minutes prior to the performance time.
____ Custodial assistance to load & unload may be needed. Performance area to be clear of clutter.
____ Recording of the performance is prohibited without prior written permission.
____ Please, no cell phone, food, drink or other distractions present during the program.
____ Adult supervision for each program is required.
____ The Sky Dome cannot be set up outside.
____ Performance area must have a 15 foot ceiling and a 36 foot diameter to accommodate the Sky Dome.
____ Maximum of 5 programs per day. Additional programs will have an additional charge.
____ Maximum of 70-90 students per session.
____ Lunch and breaks required when 3 or more sessions are scheduled.
____ One electrical outlet.

Special Performer Instructions:

- Mail checks payable to: Mobile Ed Productions - 26018 W. Seven Mile - Redford, MI 48240. Do not pay the performer directly.
- Cancellations 0-30 days prior to the performance date will have a cancellation fee of 50% of the performance cost.
- Accounts not paid within 30 days of the performance date are subject to a 2% monthly finance charge.

Cindy Kruczynski

Cindy Kruczynski
For Mobile Ed Productions, Inc.
cindyk@mobileedproductions.com

Sign and Return X

Sharon Cuseo, Assistant Superintendent
Authorized Representative for: Burbank Unified School District

Customer Code MEP21369
Mario/MT7/Sky

Contract Number: **130224**

Date Issued 2/28/2020 12:22:29

mobile ed productions, inc.

"Education Through Entertainment"

CONTRACTED SERVICES AGREEMENT

26018 West Seven Mile Road
Redford, Michigan 48240
Toll Free (800) 433-7459
Office (313) 533-4455
Fax (313) 533-8445
www.mobileedproductions.com
Fed. ID #38-2463141

Contract # 130225 **District:** Burbank Unified School District
Program: SKY DOME PLANETARIUM
Date: WEDNESDAY, MAY 6, 2020
Start Time: 8:15 AM **End Time:** 2:10 PM **Assemblies:** 7

Final payment due by date of show.
Please do not pay the performer directly.

Billing Address:	**Program to be held at:**
Martha Walter	Bret Harte Elementary School
Bret Harte Elementary School	3200 Jeffries Avenue
3200 Jeffries Avenue	Burbank CA 91505
Burbank CA 91505	**Attention:** Dawn Poomee

Sign and Return this Contract Agreement and Deposit to our office by: **Sunday, March 29, 2020**

Include Contract # 130225 on your payment for it to be properly applied.

Program Cost: $795.00
Add'l Session Fee: $200.00
Grand Total: $995.00
Deposit: $497.50

VISA MasterCard DISCOVER American Express

Send money via PayPal to:
info@mobileedproductions.com

Payments Received

Amount	Date Received	Notes

Balance: $995.00

School Contact Information: Please notify us of any

Client*: Dawn Poomee **Title*:** **School Phone*:** (818) 427-6091 *Required Field
Client Phone*: (619) 708-9202 **Email*:** dpoomee@gmail.com
Alternate*: Martha Walter **Title*:** Principal **Alt. Phone*:** (818) 729-1250 **Email*:** marthawalter@burbankusd.org

Performance Requirements: Initial each of the following conditions and responsibilities:

____ Performer will arrive approximately 15-30 minutes prior to the performance time.
____ Custodial assistance to load & unload may be needed. Performance area to be clear of clutter.
____ Recording of the performance is prohibited without prior written permission.
____ Please, no cell phone, food, drink or other distractions present during the program.
____ Adult supervision for each program is required.
____ The Sky Dome cannot be set up outside.
____ Performance area must have a 15 foot ceiling and a 36 foot diameter to accommodate the Sky Dome.
____ Maximum of 5 programs per day. Additional programs will have an additional charge.
____ Maximum of 70-90 students per session.
____ Lunch and breaks required when 3 or more sessions are scheduled.
____ One electrical outlet.

Special Performer Instructions:

- Mail checks payable to: Mobile Ed Productions - 26018 W. Seven Mile - Redford, MI 48240. Do not pay the performer directly.
- Cancellations 0-30 days prior to the performance date will have a cancellation fee of 50% of the performance cost.
- Accounts not paid within 30 days of the performance date are subject to a 2% monthly finance charge.

Cindy Kruczynski

Cindy Kruczynski
For Mobile Ed Productions, Inc.
cindyk@mobileedproductions.com

Sign and Return X

Sharon Cuseo, Assistant Superintendent
Authorized Representative for: Burbank Unified School District

Customer Code MEP21369
Mario/MT7/Sky

Contract Number: **130225**

Date Issued 2/28/2020 12:23:24

mobile ed
productions, inc.

SCHOOL ASSEMBLY PROGRAMS
AND HANDS-ON WORKSHOPS

SKY DOME PLANETARIUM





ARE YOU READY TO BLAST OFF?

"Perfect learning "virtual field trip" for our science standards! Since gas price hikes, field trips have been cut back. This program took kids to a planetarium setting right here at school."

- North Oakview Elementary, Grand Rapids, MI

Take your students on a 45 minute journey through the universe from the comfort and security of your own school. Our portable, inflatable planetarium will come right to your location and dazzle your budding astronomers as they are taken on a tour of the solar system.

Students will enter the dome and be introduced to a "star filled" sky. Our navigator with the use of a digital planetarium projector and a laser pointer, will guide students through the stars of the Northern Hemisphere exactly as they appear on the day of the presentation.

Students will learn how to identify every planet in our solar system in dramatic "flights" towards each world. They will be introduced to Greek mythological characters and see how these heroes of the past can be found in the stars. Students will witness the night sky in different seasons and from different global perspectives.

The Sky Dome Planetarium can be quickly and easily set up in most gymnasiums or other large rooms with a high ceiling. It has delighted students in thousands of schools throughout the country and we are confident that you will be thrilled by the excitement and enchantment this program offers. All presentations are tailored for each age group (K-8) and will provide appropriate academic content. The dome is also handicapped-accessible.

PROGRAM SUMMARY

Grade Level: K-8

Max. Audience Size: 90 students and teachers per performance

Performance Time: 40-45 min.

Setup Time: 45 min.

Teardown Time: 30 min.

Required Utilities:

- An indoor area large enough to fit the 36' diameter dome with a ceiling 15' high at its lowest point
- One AC electrical outlet

Subjects Covered:

- Greek constellations
- The Milky Way galaxy
- The Sun and all the planets
- The Moon

TO ORDER CALL
800.433.7459

YouTube

www.mobileedproductions.com

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 14 of February , 20 20 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Darrell Bishop hereinafter referred to as "Consultant."

Payee's Name Darrell Bishop Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Martha Walter

Board Approval Date 19 March 2020

Account String 010 90201 0 00000 00000 58\0 205 8200

The assignment ☐ **will or** ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☒ for a total not to exceed $$3500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 12/2/2019 and terminating on 3/14/2020 .
3. Payment Terms: One time payment on completion of second performance of Variety Show
4. Consultant will provide the following services:

   conduct auditions; provide musical direction, coaching of acts; script writing and direction; managing tech rehearsals; choreograph and coach opening act.
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

_____		Darrell Bishop 3-4-20		
BUSD Authorized Signature/Title	Date	Consultant	Darrell Bishop	Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 20 of March, 20 20 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Liz Richards Design hereinafter referred to as "Consultant."

Payee's Name Liz Richards Design, LLC Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jen Culbertson

Board Approval Date March 19, 2020

Account String 01.0 90703.0 - 11100 - 10000 - 5810 - 213-8000

The assignment ☐ will or ☒ will not require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ **calPERS** _____ **cal STRS Retirement Date** _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 3,300 per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 3,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on March 20, 2020 and terminating on April 3, 2020.
3. Payment Terms: One payment
4. Consultant will provide the following services:

   Painting of two murals on Providencia's Ball Wall

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title _____ Date _____

Consultant Liz Richards Design March 1, 2020 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site, Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

BURBANK ARTS FOR ALL FOUNDATION

ARTS IN PUBLIC PLACES GRANT REQUEST APPLICATION

PLEASE NOTE: THIS APPLICATION MAY ONLY BE SUBMITTED BY SCHOOL SITE PRINCIPALS OR DISTRICT ADMINISTRATORS AND REQUIRES APPROVAL FROM THE BUSD DIRECTOR OF FACILIITES.

Deadline for submission: September 16, 2019 by 5pm.

Your project should align with the Foundation's general Grant Request Guidelines, as well as adhere to the below restrictions established by the City's Arts in Public Places Ordinance (APPO). The City's ordinance gives developers the option to allocate 0.5% of their fees to the Foundation in support of arts education projects that align with APPO. **With questions or for Foundation Staff to review your application prior to submission, please call our office at 818.736.5269.**

Applicants will be notified of the outcome of their request within 45 days of the deadline. For information on the Foundation's traditional grantmaking cycles, please visit: www.BurbankArtsforAll.org/Apply-for-a-Grant

ARTS IN PUBLIC PLACES PROJECT GUIDELINES & RESTRICTIONS:

- The Foundation has a total of $52,485 to allocate to APPO-aligned projects, with no maximum request limit.
- All funds awarded must be spent in the 2019-2020 school year.
- APPO funding shall only be used for durable, if not permanent, installations of art or artistically rendered design elements as specified in the Art in Public Places Ordinance. (see examples below)
- No APPO funds shall be used to pay for programs, services, music programs including instruments, vehicles or capital costs. ("Capital costs" are expenses related to equipment and/or site improvements that would depreciate over time. They are often referred to as 'capitalized' and generally have a value of $5,000 or greater.)
- In accordance with the APPO, the following art projects are examples of acceptable projects:
    - Sculpture - free standing, wall supported or suspended, kinetic, electronic or mechanical in any material or combination of materials;
    - Murals or paintings permanently affixed to a building -- in any material or variety of materials, with or without collage or the addition of non-traditional materials and means;
    - Earthworks, fiberworks, neon, glass, mosaics, photographs, prints, calligraphy, and any combination of forms of media permanently affixed to a building;
    - Standardized Fixtures such as gates, grates, streetlights, street furniture, signage, fences, staircases, balconies, timepieces, flagpoles, and other design enhancements as are rendered by an artist for unique or limited editions;
    - Decorative, Ornamental or Functional Building Elements such as archways, columns, pediments, fountains, capitals, fanciful characters, cornices, gables, balustrades, peristyles, friezes, porticoes or other architectural elements of a building designed by an artist;
    - Directional Elements such as supergraphics, signage or color coding to the extent that these elements are integral parts of an original work of art; and
    - Extraordinary Landscape architecture and landscape gardening when designed by an artist.

APPLICANT INFORMATION

Name: Jennifer Culbertson

Title: Principal

School Name(s): Providencia Elementary

School Address: 1919 N Ontario St Burbank, CA 91505

Email Address: jenniferculbertson@burbankusd.org

Phone Number: 818-729-3100

PROJECT INFORMATION

Project Title:	**Providencia Wall Ball Murals**
Amount Requested:	**$3,500**

Please describe your project:

The wall ball court at Providencia recently needed to be replaced after it was damaged. Unfortunately, the repairs were so extensive that the former murals were not able to be saved. Being able to create new murals for the playground would help beautify Providencia and also allow the kids a chance to be involved in creating and beautiful art project that can be enjoyed for years. There are two sides to be painted. The street facing side will feature the Providencia logo at the center of the design. The reverse side will be a design that incorporates the students' handprints in a mural that celebrates the Providencia PeaceBuilders themes of friendship and kindness. The student council will also be involved in the design of the community mural.

What is the desired outcome and impact of your project?

The new murals will contribute to the community by beautifying the Providencia campus. The students will be able to actively participate in creating a fun piece of art that will be a reminder of the ideals that the school is teaching. Creating art at this scale will be a new experience with art for the students and speaking with a professional artist will allow them to see the possibilities art can provide for a career.

Please provide your projected timeline for the project, including projected start and completion dates (please be sure to take into consideration the time needed for purchasing, installments, etc.):

The current plan is for the murals to be painted during November 1-10. This will allow time for the student council to be involved in the design process, and ample time for purchasing and planning.

If an arts organization and/or artist(s) has been identified to deliver project services to support this project, please list organization/artist name(s) and contact information. Please also attach any letters of support and/or bids of services.

Liz Richards Design, LLC. , lizrichardsdesign@gmail.com
801-842-5101

What is your plan to maintain this project over time? (i.e. protective coat on murals, upkeep/cleaning of sculptures, etc.)

Protective coating on murals and saving paint in controlled conditions for touch up.

PROJECT CURRICULUM & ASSESSMENT

How will this project support arts education curriculum and creative learning opportunities for students, either in the planning process, the creation and/or after the project is completed?

The students will be involved in multiple stages of the mural creation. For the street facing mural, classes will be able to come and observe the muralist and work, and ask questions about the process and careers in the arts. For the playground facing mural, the student council will work with the artist to finalize a design that incorporates the themes of kindness and peacemaking that is central to the Providencia mission plan. Then all students will be able to participate in

a portion of the mural that will be incorporating their handprints. After the project is over, the students will have a daily reminder of the art they created to beautify their campus as they play on the wall ball court.

What markers or tools will you use to assess its impact on students and/or teachers? (For example: rubric, survey, matrix, grade, etc.) Please include a copy of these tools.

Student interviews will be conducted after participation in the mural project.

What is the arts education goal(s) in your school's current site plan?

All students will participate in standards based visual and performing arts instruction.

How does your project meet the needs of specified areas of the BUSD Arts for All Plan?
Plan found at: www.burbankartsforall.org/wp-content/uploads/2018/09/BUSD-Arts-for-All-Plan-Final-2012-2022.pdf

The mural at Providencia will support many of the vision goals of the BUSD Arts for All Plan. It will contribute to and build a school culture that values art. It will allow the students to interact with a professional artist directly and see that art can be a viable career pathway. The new mural will also beautify and refresh the Providencia campus, ensuring that the school has creative space surrounding the students while they go through their day.

FUNDING INFORMATION

PAYMENT OF FUNDS

Grant checks will ONLY be made payable to either your school site or Burbank Unified School District. Checks cannot be made payable to individual teachers, parents, artists, partner organizations, or PTA or Booster units.

If funded, please indicate to whom the grant check should be made payable to *(select one)*:

X My School Site: Providencia Elementary School

Burbank Unified School District

REQUIRED: Check Memo Line (*Please Note: if using a specific account for this project, please include the account number to ensure proper distribution of funds):*

Wall Ball Murals

OTHER FUNDING SOURCES

Have you identified or secured matching funds from other sources for this project? From whom? Please be specific and include additional funding sources in your budget, as well as letters of support and/or approved meeting minutes from other funding partners (i.e. PTA, Boosters, Principal, etc...)

No

PROJECT BUDGET

Budgets are a key component when it comes to determining funding. Please provide as much detail as possible when preparing your budget, including:

- All confirmed and requested *income* for your project (including the amount requested from the Foundation, money from other funders, ticket sales, site funds, parent fundraising group funds, etc)
- All estimated and actual *expenses* associated with the project/program (such as artist or production fees, workshops/classroom visits, teacher training time, follow-up and evaluation, supplies/equipment, etc.)
- Attach all bids or proposals from project partners, including teaching artists, organizations, equipment bids, etc...

Please note that the Foundation does NOT fund:

- Transportation Costs
- Extra-curricular programs that do not fall during class time and the curricular school day (i.e. after school programs)

Below is a **template** to build your budget of your estimated expenses and both confirmed and requested income sources for your project. Feel free to alter, expand or shrink the table to adapt to your project's needs. To see a sample of a completed budget, please see the Example Budget on our website at: www.BurbankArtsforAll.org/Apply-for-a-Grant

INCOME	DONATION	CONFIRMED or PENDING?	TOTAL INCOME AMOUNT
Burbank Arts for All Foundation Grant Request	$3,500	Pending	$3,500
			$
			$
			$
			$
TOTAL INCOME			$
EXPENSES	**COST**	**QUANTITY**	**TOTAL EXPENSE AMOUNT**
Supplies: Paint, brushes, tarps, tape, etc.	$500		$500
Artist Labor: 60 Hours	$3,000		$3,000
			$
			$
TOTAL EXPENSES			$ 3,500
TOTAL INCOME - TOTAL EXPENSES			$0

ACKNOWLEDGEMENT REQUIREMENTS

FOUNDATION ACKNOWLEDGEMENT REQUIREMENTS

If funded, you are required to acknowledge Burbank Arts for All Foundation in the following ways:

- State in related printed materials, newsletter, websites, eBlasts, promotional pages, invitations and electronic announcements, "This project was made possible with funding from the **Burbank Arts For All Foundation,**" and include the Foundation's logo, mission statement and URL: www.burbankartsforall.org
- Use the Foundation's logo, mission statement and URL: www.burbankartsforall.org when posting/displaying student artwork
- Notify the audience at performances/activities of the Foundation's role in the project

If funded, you will be required to notify Burbank Arts for All Foundation of any project launch events, completion ceremonies, unveilings, or any other public announcement regarding the funded project.

EVALUATION ACKNOWLEDGMENT

Submit a completed FINAL REPORT *(available for download on our website)*, including the following attachments:

- Letter of Impact to the Foundation acknowledging the grant award and its impact at your school
- Photographs of students engaged in the art-making process or images of final works/projects and related media release form(s) *(available for download on our website)*
- Related program materials (i.e. newsletters, website pages, eBlasts, promotional flyers, invitations, electronic announcements) displaying the Foundation's logo, mission statement and URL: www.burbankartsforall.org along with the following acknowledgment:
  "This project was made possible with funding from the Burbank Arts for All Foundation."
- One (1) to five (5) samples of completed assessment tools (i.e. rubric, survey, matrix, observation, grade, etc.) used to determine student evaluation

***Please note:** The Foundation's Final Report contains a request to provide permission and authorization to the Burbank Arts for All Foundation to utilize written components of the evaluation form, Letter of Impact and/or submitted photographs for publicity purposes to increase fundraising activities and inform the public of the Foundation's work.*

☑ **By initialling in the box, I confirm that *(required)*:**

- **I have read and agree to the Foundation's Acknowledgement Requirements.**
- **I understand that, if funded, I have one year to complete this project/program. I understand that *after* my project is complete, I have 60 days to submit the required evaluation materials to the Foundation.**

REQUIRED SIGNATURES

Applications without proper signatures will NOT be processed.
All signatures must be original (no electronic or stamped copies, please).

Principal Signature *(required for all single-site projects):*

As the Principal of my school site, I have reviewed this application and acknowledge that the objective of this project is in alignment with our school's site plan:

School Principal Name: Jen Culbertson

School Principal sig: Jen Culbertson Date 9-16-19

BUSD Superintendent Signature *(required for all Districtwide or multi-site projects):*

BUSD Superintendent Name: _____

BUSD Superintendent sig: n/a Date _____

Director of Facilities Signature *(required for ALL submissions)*:

BUSD Director of Facilities Name: _____

BUSD Director of Facilities sig: Tony Cross Date 9-17-19

SUBMITTING YOUR APPLICATION

Application should be submitted via one of the following formats:

- *Email:* Funding@BurbankArtsForAll.org
- *Fax:* **818.276.8474**
- *Standard mail:* **348 E. Olive Ave. Suite D Burbank, CA 91502.** Mailed applications should be received by the Foundation on, or before, the due date. Applications postmarked on or after the due date will not be considered.
- *In Person:* Applications may be dropped off at our office (348 E. Olive Ave, Suite D, Burbank, CA 91502) during regular business hours, Monday-Friday, 9am-5pm. Please call ahead to confirm delivery time at 818.736.5269.

The Foundation strongly recommends submitting applications via email or fax.

CONFIRMATION OF APPLICATION RECEIPT

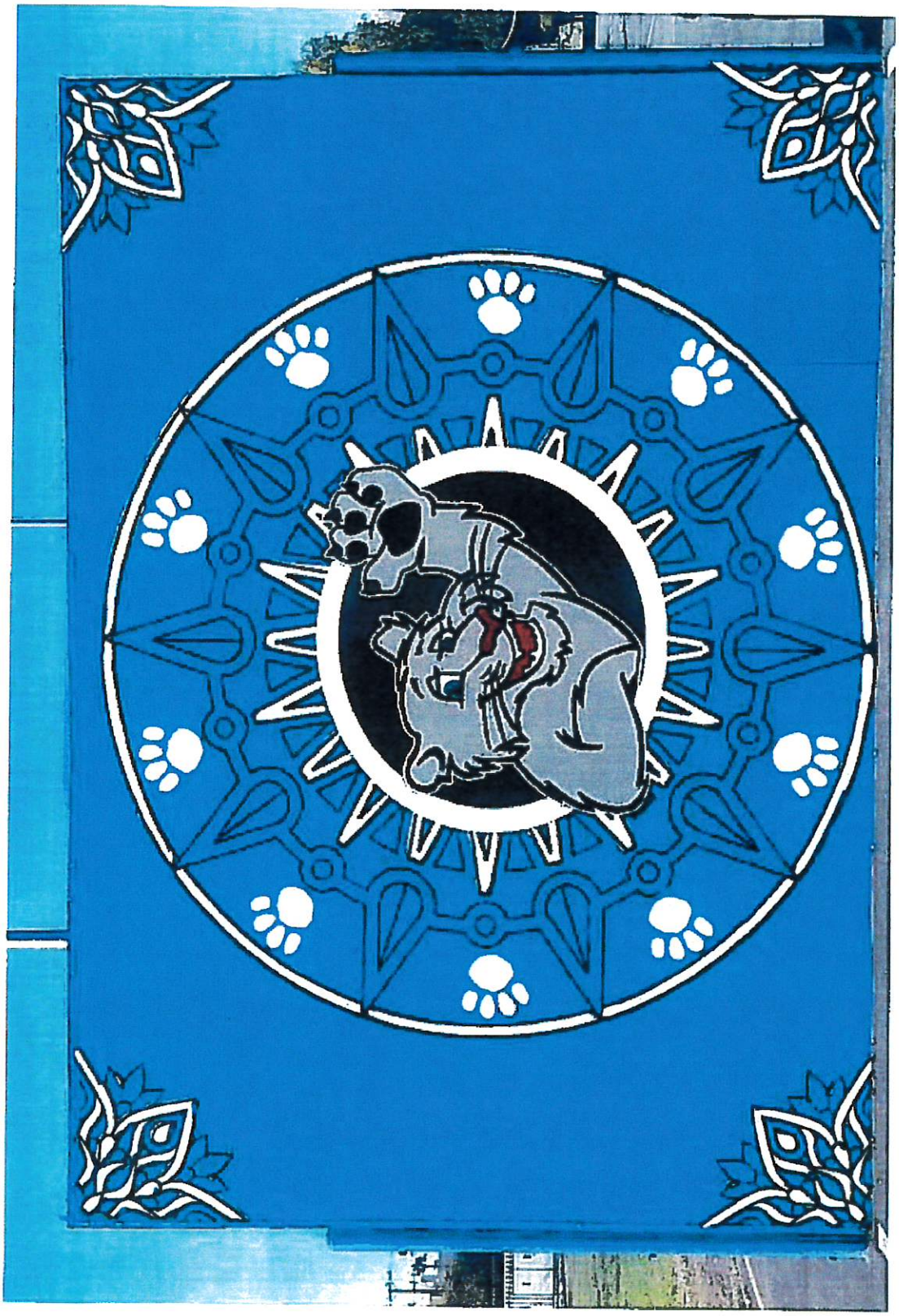
Based on which format your submit your application, you will receive an email confirming the receipt of your application within the following timeframes:

- *Email:* within 24 hours
- *Fax:* within 36 hours
- *US Mail:* within 5 business days

If you do not receive an email confirming the receipt of your application within the appropriate timeframe, it means your application has not been received. Please contact the Foundation directly at 818.736.5269 to ensure receipt of your application or submit it via an alternate format.

LAST LOOKS: Your Application Checklist

- ✓ Completed and signed application
- ✓ If you are requesting funds to for services from an arts organization or artist, please include background information, a letter of support, contract/bid OR letter of agreement from artist/organization
- Samples of lesson plans or outlines
- Samples of assessment tools that will be used for student evaluation and to measure project success
- ✓ Completed Budget of expenses and income for project, including income from other funding partners
- ✓ Bid of potential expenses for products or supplies
- Letters of support and/or approved meeting minutes from other funding partners
- Approved meeting minutes acknowledging matching funds from parent fundraising groups or PTA



Jennifer Culbertson

From: Liz Richards <lizrichardsdesign@gmail.com>
Sent: Monday, September 16, 2019 4:08 PM
To: Jennifer Culbertson
Subject: [EXTERNAL] Just in case

Here's my letter of support if you want to include it with the grant submission.

Thanks!

L

To whom it may concern,
I am the artist being considered for the Wall Ball Mural Project at Providencia Elementary. As a neighbor of the school, I look forward to seeing the wall ball transformed into a nice centerpiece for the playground. As an artist, I think having art around on a daily basis, and beautifying our spaces teaches our children a sense of pride in their community and a desire to create.

I'm looking forward to sharing insight and answering any questions the students might have about pursing art as a professional career. I think introducing the idea of arts as a career choice is crucial at a young age, and can encourage the upcoming generation to see the value and importance of art.

I think it will be wonderful to involve all of the students in the mural creation. The sense of unity and common ground that such a project can bring will inspire every time they see their beautiful work.

If you have any questions, please feel free to contact me.

Thank you
Liz Richards

[redacted]

–
Liz Richards

[redacted]

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 4 of March 2020 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Sophie Olson hereinafter referred to as "Consultant."

Payee's Name: S. Olson Entertainment Inc. Daytime Phone Number 818-913-5863

Mailing Address: 4566 Cleland Avenue, Los Angeles CA 90065

Sponsoring Administrator: Jennifer Kaitz

Board Approval: March 19, 2020

Account Code: 01.0-90201.0-11100-1000-5810-2032030

The assignment will ☐ will not require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 3,150.00
2. Amount to include speaking fee and mileage.
3. The term of the Agreement shall be the period commencing on: 4/2/20 and terminating on 5/14/2020
4. Payment Terms: Full payment will be made after completion of services
5. Consultant will provide the following services:

   This workshop will teach dance to all 5th grade students.

4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated.
5. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
6. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
7. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
8. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
9. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

		3/4/2020	
Fiscal Services Administrator	Date	Consultant	Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed forms to the Assistant Superintendent, Business Services for processing.
Revised 08/10



SOPHIE OLSON

Dance Educator/Choreographer
4566 Cleland Avenue Los Angeles CA 90065
Cell: 818-913-5863
msgoprincess@gmail.com
www.sophieolsondanceexplosion.com

TEACHING ARTIST EXPERIENCE

S. Olson Entertainment Inc., Los Angeles CA.....April 2015 to present
***President and founder of S. Olson Entrainment Inc. and SODE School of Performing Arts**

- Create and provide performing arts education curriculum (pre-school to high school age) for in-school programing and after school in French, English and Special Education
- Develop Professional Development programs for LAUSD and Burbank teachers
- Create and train performing arts teachers
- Create specialty dance programs for High school and pre-college age students
- Provide show production, choreography and multi-media services

A Noise Within, Pasadena CA.....June 2015 to present
***Movement Coach/Choreographer**

- Create dance curriculums to supports a Shakespeare program for students 5 to 18 years old
- Choreograph end of summer productions
- Develop Professional Development programs for teachers

Burbank Unified School District, Burburbank CA.....September 2014
***Created a Common Core Teacher Development Program: Spotlight on Dance**

- Worked closely with Peggy Flynn to create a dance program that would help BUSD teachers incorporate dance in the classroom
- Created manuals, information sheets and choreography
- Lead warm-ups, gave lectures and custom made 24 online videos that provided structured dance lessons and classroom exercises

SODE School of Performing Arts, Los Angeles CA.....September 2010 to present
***Director**

- Create performing arts curriculums, programs, training manuals and lesson plans for public and private schools in Burbank, Glendale and Los Angeles
- Create a teacher training programs for teaching artists
- Interview, hire and train teaching artist
- Create and provide performing arts education curriculum (pre-school to high school age) for in-school programing and after school in French and English
- Choreograph special events for schools and students if all ages and abilities
- Teach the California Dance Standards (French and English)

- Trained, choreograph and select students for Summer Intensive *Gotta Sing, Gotta Dance*

Le ballet national du Canada.....Winter 1997
Toronto, Ontario
***History and Archive/Tour Production Assistant**
- Assisted Dance Historian and Archive Director in filing, note taking and administrative support on tour
- Production Assistant for Le ballet national du Canada Winter tour
- Creative Dance teacher for community pre-schools and elementary schools

Recreation Plus Camp.....Summer 1997
Cornwall, Ontario, Canada
***Dance Teacher/ Choreographer**
- Responsible for organizing the *"Art and Dance"* session of the camp
- Taught jazz, tap and musical theater to children from 5 and 13 years old
- Created Arts and Craft with a theater theme
- Taught children stage presence and creative expression
- Gained experience working with children who have behavior problems and learning disabilities

Top Hat School of Dance.....September 1995 to 1997
Cornwall, Ontario, Canada
***Dance Teacher/Choreographer**
- Taught jazz, street jazz, tap, modern and hip hop for dancers from 6 years old to adult
- Choreographer for festivals and dance competitions across Canada and the U.S.

EDUCATION

The Canadian College of Performing Arts Sept.1998- April 1999
Graduated with honors in Musical Theater

Randolph School of Performing Arts Sept.1997-April 1998

Ecole Secondaire Public De La Salle Sept.1995- April 1997
Ontario Scholar Diploma

Ecole Secondaire La Citadelle Sept.1993- June1995

CERTIFICATIONS

Certified AFPA Prenatal and Post Natal Fitness Consultant
Certified Yoga Instructor
Certified Physique 57 Instructor
Certified Yoga Blend Instructor
Certified Pure Barre Instructor

MEMBERSHIPS

Proud member of the National Dance Education Organization
Women in Film
ACTRA

DocuSign Envelope ID: BBD3C9FC-815C-4B61-8C32-64A795F533AF

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 2nd of March 2020 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Theatre Play – Crystal Robbins hereinafter referred to as "Consultant."

Payee's Name: Theatre Play – Crystal Robbins Daytime Phone Number: [redacted] Email Address: [redacted]

Mailing Address: [redacted]

Sponsoring Administrator: Judy Hession, Principal at Miller Elementary School

Board Approval: Thursday, March 19, 2020

Account Code: 010-90703.0-11100-10000-5810-2108000 (Burbank Arts For All Grant) in the amount of $2,100.00,
010-90201.0-11100-10000-5810-2108700 (Team Jaguar Fundraising Committee) in the amount of $300.00,

The assignment ☐ **will** or (X) **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance. Retired Employee: Please check if you belong to __calPERS __cal STRS Retirement Date _____**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 2,400.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 4/3/2020 and terminating on 5/12/2020.
3. Payment Terms: Payment due on the last day of class in the amount of $2,400.00.
4. Consultant will provide the following services:

   Artist in Residence will provide 6 – 60 minute theatre workshops for five Grade 2 classes for a total of 30 workshops for about 125 students. This workshop will help our students to use their voice and body to enhance their stage presence. After the workshops, there will be a theatrical performance by all of the Grade 2 students in the Spring of 2020. Parents will be invited to attend.

6. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

		DocuSigned by: Crystal Robbins 7741C12E3C4A470...	3/3/2020
Fiscal Services Administrator	Date	Consultant	Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. Afte Board approval, a Purchase Order will be created. This Purchase Order will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Order. Once services are rendered, send paperwork to accounts receivable so they can process payment.

Revised 09/18

CRYSTAL ROBBINS

TEACHER/DIRECTOR/ACTOR

[redacted]

EXPERIENCE

College Instructor, Santa Monica College, fall 2000- present

- Teach Voice, Speech, Body & Dialect Training to students of all ages & levels
- Coach students privately for auditions and in production
- Duties include detailed syllabus, written and oral performance grading
- Dialect coaching for campus productions
- Student Learning Objective Assessment prepared

College Instrutor, UCLA Extension, fall 2011- present

- Teach Voice & Movement for the Screen Actor, largely non-native English speakers
- Detailed syllabus, written and oral performance grading
- Extensive use of online blackboard to supplement in-class work

Co-director, Burbank Youth Theatre Summer Institute, formerly of Woodbury University, now at Burbank Starlight Bowl, summer 2009-2016

- Create an all-encompassing theatre immersion curriculum for a 4 week summer workshop for children from ages 7-16
- Lead workshops, direct
- Coordinate with 4 other Burbank professionals for a fully mounted, kid-led production of Midsummer Night's Dream in 2009, Macbeth in 2010, The Comedy of Errors in 2011, Romeo & Juliet, 2012, Hamlet, 2013, Midsummer Night's Dream, 2014, As You Like It, 2015, The Tempest 2016

College Instructor, Palomar College, fall 2008

- Voice and Text Instructor for Much Ado About Nothing
- Coach students privately for production, both text and songwork
- Duties include: adaptive syllabus to a long, weekend-only rehearsal schedule, grading, production notes

Co-director, 'The Lessac Summer Intensive' at Depauw University, 'Lessac For You' and "The Weekender at Woodbury" and "The West Coast Workshop" Mercersburg Academy, PA, Woodbury University, Burbank and various West Coast locales 2004 and ongoing yearly

- Co-teach the 4-week Summer Intensive with Lessac Master Teachers
- Created new Intensive One-Week voice course geared to teachers of acting & voice
- Created new Weekender Intensive for Developing the Professional Voice
- Duties include: detailed syllabus, manage and oversee workshop, co-teach voice & movement, the professional speaker's voice

Training: Lessac Master Teacher, The Lessac Institute, 2017
Lessac Certified Trainer of Voice, Speech and Body Work 2003
Personal Research Assistant and Secretary to Professor Arthur Lessac
Post-Graduate Shakespeare Program, BADA, Balliol College, Oxford England, 1992
University of Memphis, Memphis State University, BFA-Theatre Performance, 1988

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 9 of March , 2020 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and The Music Center hereinafter referred to as "Consultant."

Payee's Name The Music Center Daytime Phone Number 213-972-4310

Email Address MTurner@MusicCenter.org

Mailing Address 135 North Grand Avenue, Los Angeles, CA 90012

Sponsoring Administrator Greg Miller

Board Approval Date March 19, 2020

Account String 01.0-90904.0-11100-10000-5810-3228100

The assignment ☐ **will or** ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 1500 per hour☐/ per day ☐/ per session■ for a total not to exceed $1500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on March 20, 2020 and terminating on March 20, 2020 .
3. Payment Terms: $1500 per day
4. Consultant will provide the following services:

   An assembly from the Ballet Folclorico do Brazil that will share dances and music that express the rich blend of African, Portuguese, and indigenous influences.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title	Date	Consultant	The Music Center	3-9-20 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

BALLET FOLCLORICO DO BRASIL



An exaltation of Brazil's diverse values, customs and culture, *Ballet Folclorico do Brasil* shares exuberant dances and music that express the rich blend of African, Portuguese and indigenous influences that shaped this country. The dancers, who have performed in Brazil's leading national dance companies, foster multicultural awareness in students through dances such as the inspiring *candomble*, the exciting *congole* and the athletic *capoeira*. The performance is riveting, with explosive movements, vibrant colors and authentic costumes.

To schedule this artist, please call The Music Center on Tour at (213) 972-4310 or EMAIL US›

BBCC CULTURAL CENTER

CAPOEIRA BATUQUE CLASSES SCHEDULE EVENTS REVIEWS BALLET FOLCLORICO DO BRASIL CONTACT

BALLET FOLCLORICO DO BRASIL

BALLET FOLCLÓRICO DO BRASIL
Artistic Director: Amen Santo
Style: Traditinal
Culture: Afro-Brazilian

Celebrating Brazil's mutli faceted dimensions through exhuburant dance and music, Ballet Folclorico Do Brasil expresses the rich blend of African, Portuguese and Indigenous influences that shaped it's country. This energetic performance teaches and demonstrates the dynamic values, customs, and culture through Capoeira, Maculele, Samba, Trocano, traditional Afro-Brazilian dance, and percussion. The performance is captivating with explosive movements, inspiring sounds, vibrant colors, and authentic costumes.
Check out this video to get a sense of our shows: http://youtu.be/0Gq37SobFm4

To bring Ballet Folclorico Do Brasil to your school, contact Music Center on Tour at (213) 972-4310 or ontour@musiccenter.org

For all other workshops, performances, or tours please email bbcc@brasilbrasil.org

Please note that this performance requires:
-A clean and safe stage
-A dressing area close to the stage for the artists
-2 parking spaces close to the performance area for loading and unloading
-A sound system
-2 free standing microphones
-The performance space must be ready 30 minutes prior to the show so we can set up



GET IN TOUCH

Questions? Fill out the form below or call us at (310) 397-3667.

* Name
* E-mail
Phone (optional)
* Question / Message
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SEND

WEEK TRIAL

Get Started in our Youth Programs
Capoeira • Karate • Ballet • Parkour

MAKE A DONATION

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 9 of March, 20 20 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Dr. Robert Kretz hereinafter referred to as "Consultant."

Payee's Name Ariana Kretz / Dr. Robert Kretz Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Deborah Madrigal

Board Approval Date March 19, 2020

Account String N/A

The assignment ☐ **will** or ☑ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 0 per hour☑/ per day ☐/ per session☐ for a total not to exceed $ 0 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 7, 2020 and terminating on May 7, 2020.
3. Payment Terms: N/A
4. Consultant will provide the following services:

   Consultant will give a presentation to Burroughs M.S. teachers on behavioral and emotional issues in teens, as well as answer questions.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title	Date	Robert Kretz PsyD Consultant	3-8-2020 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

Curriculum Vitae

Robert K. Kretz, Psy.D.
California Psychologist License PSY#18198



EDUCATION

Sept. 1992-July 1999	Pepperdine University Graduate School of Education and Psychology, Culver City, CA Doctor of Psychology
Jan. 1989-Dec. 1990	Pepperdine University Graduate School of Education and Psychology, Culver City, CA M.A. Psychology
Aug. 1982-May 1986	College of the Holy Cross, Worcester MA B.A. Major: Political Science

CLINICAL EXPERIENCE

September 2012 to present — Director of Clinical Training
APA Accredited Doctoral Internship
Casa Pacifica Centers for Children and Families

- Responsible for oversight of doctoral internship, all aspects of training in residential services for abused, neglected and at-risk youth. Responsibilities include intern and selection, program quality, assessment of intern performance, completion of self-study for APA re-accreditation process, and supervise all psychological testing provided by trainees. Five to ten intern positions per year.
- Managed three year HRSA Grant, funding of which increased intern training positions for working with at-risk youth and their families.
- Participate on agency leadership team, coordinating agency needs with internship training program requirements.

July 2008 to present — Assessment Supervisor
CASA Pacifica Clinical Internship Program
Camarillo, CA

- Director for assessment/testing rotation of APA accredited pre-doctoral internship
- Responsible for all aspects of training, supervision and program development of assessment for 8 interns
- Setting is a residential treatment facility for abused, neglected and at risk youth, ages 8 to 18 years.

April 2002-Present Licensed Psychologist PSY 18198
May 2000-March 2002 Psychological Assistant PSB 27819
Pediatric and Adolescent Psychology Associates
Sherman Oaks, CA

- Individual, group and family psychotherapy for children and adolescents
- Specialization is explosive anger, oppositional defiant behaviors and high levels of child-parent conflict.
- Conducting privately referred psycho-educational assessments for children, adolescents and young adults, four complete testing batteries per month.
- Approved IEE provider LAUSD, Paramount USD, Burbank USD. Includes initial consultations, observation, record review, testing, and presentation of results to IEP team. Approximately three to six completed per year.
- Consultation with educators serving students with special needs

September 2006- Program Director, Clerkship
August 2010 CALFAM Counseling Center
Encino, CA

- Primary supervisor and program director for practicum level doctoral students
- Supervision of cognitive, academic and personality testing
- Outpatient community mental health facility serving diverse clientele, ages 6 through 60
- Responsible for recruiting new clerks, program development and quality control

September 2005- Supervising Psychologist
December 2005 CALFAM Counseling Center
Encino, CA

- Provided weekly group and individual supervision for three doctoral candidates in assessment clerkship at community mental health outpatient facility.
- Screening of assessment cases, assigning cases to clerks, supervision of all aspects of cognitive and personality assessment.
- Clients include children, adolescents and adults.

January 2003-June 2004 Consulting Psychologist
Infant Environmental Exposures and Neurodevelopmental Outcomes at Ages 7-9 Years
Abt Associates

- Provided clinical supervision of field staff and oversight of data collection for CDC sponsored study assessing long-term effects of exposure to mercury preservatives used in infant vaccines
- Supervision of neuropsychological assessments completed by field staff, 12 per month

September 2000-March 2001 Therapist
Pacific Clinics, Oak Knoll Day Treatment
Pasadena, CA

- Individual, group and family psychotherapy provided in middle-school based day treatment setting
- Consultation with teachers to incorporate behavior management strategies into the classroom

July 1998-May 2000 — Director of Clinical Services
The Morning Sky Residential School
Mountain Center CA

- 31 bed residential treatment facility and non-public school for adolescent males
- Responsible for quality control of mental health services
- Responsible for on-going program development including monthly staff training classes, implementation of positive behavior modification program
- Designed and implemented token economy for use in dormitory and classroom settings
- Created treatment protocol for increasing empathy in violent adolescent clients
- Designed and implemented on-going, grant funded research project measuring efficacy of token economy in reducing incidences of violence

July 1996-June 1998 — Intake Coordinator and Therapist
The Morning Sky Residential School

- Coordinated intake process for prospective clients
- Individual, family and group therapy for male adolescents
- Completed psychoeducational assessments for ongoing cases

TEACHING EXPERIENCE

January 2005-June 2010 — Adjunct Faculty
Graduate School of Education and Psychology
Pepperdine University
Malibu, CA

- Instructor for: Assessment for Marriage and Family Therapist, 3 units
- Instructor for: Clinical Interventions with Children and Adolescents, 3 units
- Instruments taught include MSI-R, FAM-III, FACES, WISC-IV, WAIS-III, WJ-3
- Responsible for planning and delivery of lectures, designing exams and assignments, student evaluations

September 2004-September 2009 — Adjunct Faculty
Doctor of Psychology Program
Phillips Graduate Institute
Encino, CA

- Instructor for Cognitive Assessment, 3 units: Instruments included WAIS-III, WISC-IV; WJ-III, Bender-Gestalt-2; VMI
- Instructor for Personality Assessment, 3 units: Instruments included Rorschach, MMPI-2, HTP, Roberts Apperception Test
- Supervised two teaching assistants and assessment lab in addition to class instructio

PROFESSIONAL PRESENTATIONS

February 2020 *October 2017*	Neuroanatomical Interventions for Youth with Complex Trauma Casa Pacifica Learning Institute Camarillo CA
February 2006	Neuropsychological Advances and Behavior Management Strategies Intern Training Lecture Series California Family Counseling Center Encino CA
May 2004	Integrating Brain Research with Behavior Management Strategies For Children with Special Needs Olive View UCLA Medical Center, Department of Pediatrics Continuing Medical Education Program
February 2004 *February 2008*	Strategies for Managing Problem Behaviors: Integrating Findings From Brain Research to Help Children Develop More Adaptive Coping Skills Jet Propulsion Laboratory, Pasadena California
March 1999	The Token Economy in the Special Needs Classroom California Association of Private Special Education Schools 28th Annual Conference

References

Louis Cozolino, Ph.D.
Pepperdine University
Culver City CA
(310) 568-5646

Robert Colegrove, Ed.D.
Licensed Psychologist
Encino, CA
(818) 986-4362, ext. 1

Myra Saltoun, Ph.D.
Chief Psychologist
Casa Pacifica
Camarillo CA
(805) 890-3889

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Jenny Jones, Administrative Secretary II
DATE:	March 19, 2020
SUBJECT:	Ratification and Approval of Non-Instructional Consultant Services

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Background:

The purpose of the Non-Instructional Consultant Services is to support the goals of the school and/or District. Consultants are selected based on their qualifications, expertise and experience. When a non-instructional consultant is selected, the consultant, company/organization must complete the required paperwork by the District to ensure that District students receive the services they require. All non-instructional consultant requests must be approved by the Board of Education prior to services being rendered.

Discussion and Issues:

Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. If the non- instructional Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify and approve the non-instructional consultant services for the purpose of supporting the school and/or District goals, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION AND APPROVAL OF NON-INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: March 19, 2020

Site	Name	Purpose	Dates	Cost	Appropriation Number
Stevenson Elementary School	Apex Fun Run	The RL Stevenson PTA is having a fundraiser to support school programs and student materials and resources for field trips, etc. The Apex Fun Run program allows an opportunity for parents and extended family members to support the school's fundraiser through monetary donation.	4/27/2020-5/8/2020	$0	N/A
Stevenson Elementary School	Ample Power	Ample Power will provide the lighting for Stevenson's Rocks Spring Festival on April 17, 2020.	4/17/2020	$640.00	01.0-90201.0-11100-10000-5611-2158700
Stevenson Elementary School	Ana's Food Taquizas, LLC	Ana's Food Taquizas will provide food for Stevenson's Rocks Spring Festival on April 17, 2020.	4/17/2020	$1,300.00	01.0-90201.0-11100-10000-5850-2158700
Stevenson Elementary School	C.E.G. Protection Agency	C.E.G. Protection Agency will provide security during Stevenson's Rocks Spring Festival from 5:00p – 9:00p on April 17, 2020.	4/17/2020	$400.00	01.0-90201.0-11100-10000-5850-2158700
Stevenson Elementary School	Magic Jump Rentals	Magic Jump Rentals will provide games and game inflatables for Stevenson's Rocks Spring Festival from 5:00p – 9:00p on April 17, 2020.	4/17/2020	$1,602.00	01.0-90201.0-11100-10000-5611-2158700
Jefferson Elementary School (ratification)	Learn2Earn	Families and friends pledge donations for books/pages read. Donations are based on the total achieved at the end of the fundraising window.	3/6/2020-4/6/2020	$0	N/A
Burbank High School	PD Special Events	PD Special Events are the event planners for the Burbank High School Prom 2021. They have been the event planners for homecoming and prom for the last 15 years.	5/15/2021	$50,400.00	01.0-90904.0-11100-41000-5850-4318000
Bret Harte Elementary School (ratification)	Michael Raynor	Mr. Raynor performed a "Magical Juggling" assembly to award students who had sold chocolate or secured donations in Bret Harte's fundraiser for Outdoor Science School.	2/21/2020	$700.00	01.0-90201.0-11100-10000-5850-2058700
Burbank Adult School (ratification)	Burbank Adult School Associated Student Body	Reimbursement for the cost of pick up and delivery of donated piano from Nickelodeon to the Burbank Adult School. Movers required cash payment at time of service.	2/14/2020	$230.00	01.0-90711.0-11100-10000-5850-7428000

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 24 of February, 20 20 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Apex Leadership Company hereinafter referred to as "Consultant."

Payee's Name Apex Fun Run Franchise No. 7, LLC Daytime Phone Number 310.403.9951

Email Address ronevans@apexleadershipco.com

Mailing Address 3435 E. Thousand Oaks Blvd. #6325 Thousand oaks, CA 91362

Sponsoring Administrator Jill Johnson

Board Approval Date March 19, 2020

Account String * PLEASE SEE ATTACHED

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed . **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 04/27/2020 and terminating on 05/8/2020 .
3. Payment Terms: _____
4. Consultant will provide the following services:

   A two week Character and Leadership Program with a final celebration event.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

		Ron Wans		2/24/20
BUSD Authorized Signature/Title	Date	Consultant	Apex Leadership Company	Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

STATEMENT OF WORK

Apex Leadership Company (Formally Apex Fun Run) is a 2-week Character, Leadership and Fitness based program and fundraiser. We plan, organize, market, promote and conduct a Fun Run for the students at R.L. Stevenson Elementary School. We are the main fundraiser for R.L. Stevenson PTA for the 2019-20 school year.

We are a 2-week event, April 27th to May 8th, 2020. The Apex Team will be on campus from bell to bell during this 2- week period. The MPR Room or Field will be used for kick off Pep Rally. There will be 6 days of the 2 weeks where the Apex Team will deliver the daily character lessons. These lessons are PBIS based and are a strong component of our program. Our program is an ALL students inclusive program. This year's Theme is how to be a Go Getter and How to Make a Positive Impact on the World Around You. See below for examples of this year's Leadership and Character Lessons. There will be a final celebration event that will be held on the school field.

Our time in the classroom is a mini assembly for Leadership and Character, which is presented in short sessions, over 6 consecutive days during the 2 weeks, not to exceed a total of 60 minutes. Any assembly that is paid for and brought to the school campus takes approximately the same time, however our program has no up front cost. Our time interacting with the students at recess and lunch is there to honor any classroom awards that have been earned and to reinforce the sense of community Apex has promised to deliver.

There will be NO 1:1 work with the students. Our team is also fully background and fingerprint checked and are never with students individually or unsupervised by a school employee.

The New Apex Theme for the 2019-20 school year is: Apex 'GAME ON'

The Daily Lessons are:

G- Go Getter
A-Appreciate
M-Move Forward
E-Explore
O- Others First
N-Now What?

California State PTA

*every*child. *one* voice.

The California State PTA insurance does not cover vendors/concessionaires/service providers. Consequently, all vendors/concessionaires/service providers are required to provide Evidence of Insurance to each PTA unless annual Evidence of Insurance has been filed with the California State PTA Insurance Broker.

HOLD HARMLESS AGREEMENT

FOR PTA FUND RAISING VENDORS/CONCESSIONAIRES/SERVICE PROVIDERS

Insurance Requirements:

(a) Workers' Compensation Insurance: Required if you have employees engaged in the performance of work under the agreement.

(b) Comprehensive General Liability: Required $1,000,000 Combined Single Limit. This policy shall cover, among other risks, the contractual liability assumed by vendor/concessionaire/service provider under the indemnification provision set for in the agreement, and includes Bodily Injury, Property Damage, Personal Injury and Products Liability if applicable.

(c) Automobile Liability Insurance: Required only if you are providing transportation (e.g., limousine or bus service) at a PTA event. $5,000,000 limit required. $1,500,000 for Limo's with 15 or less passengers. Limousines must be school bus certified if over 10 students per AB830. Other Autos at $1M (including Food Trucks).

If you (vendor/concessionaire/service provider) fall under (b) or (c), a Certificate of Insurance showing policy limits and an endorsement to the policy MUST be submitted with your contract.

Endorsement containing the following language MUST be added to the above policies (b) and (c) as an Additional Insured:

The California Congress of Parents, Teachers, and Students, Inc. (California State PTA), including all unit, council and district PTAs and all their officers, directors, members and volunteers.

The insurance afforded by this policy shall be primary insurance to any other valid and collectible insurance available to PTA and

APEX LEADERSHIP COMPANY.
(Name of vendor/concessionaire/service provider)

I/We APEX LEADERSHIP COMPANY (vendor/concessionaire/ service provider) agree(s) to defend and to indemnify and hold harmless, the California Congress of Parents, Teachers, and Students, Inc. (California State PTA), including all unit, council and district PTAs and all of their officers, directors, members and volunteers with respect to my/our liability for "bodily injury," "property damage" or "personal and advertising injury" to the *extent caused by my/our acts or omissions or for the acts or omissions of those acting on my/our behalf:*

A. In the performance of my/our ongoing operations; or
B. In the sale or distribution of my/our products; or
C. In connection with my/our premises rented to you.

Unless caused by the negligence of the California State PTA, unit, council or district PTAs.

NOTE: The terms and conditions of this agreement shall apply with respect to Vendor's/Concessionaire's/Service Provider's operations for any unit, council, district or State PTA in California.

PRINT NAME OF ENTITY: APEX LEADERSHIP COMPANY

DATE: 2-19-20 SIGNED: Ron Evans
(Vendor/Concessionaire/Service Provider)

PRINT NAME: RON EVANS TITLE: AREA DIRECTOR

Vendor: If you wish to be included as an approved vendor on the PTA Insurance website contact our broker at (214) 360-0801 or email at CAPTA@aim-companies.com.

Families for Stevenson

★ ROBERT LOUIS STEVENSON ELEMENTARY SCHOOL ★

Requested By:	Aimee Parrill
Date Requested	3/2/20
Date Needed:	
Vendor Name:	Ample Power
Address:	3840 Brittany Lane
	La Crescenta, CA 91214
Cost for Shipping:	
Special Instructions:	
Account String(s):	

Please attach any additional information related to your order, including quotes, vendor order forms, receipts, contracts, agreements, , W9 if this is a new vendor, and invoices.

Quantity	Part #	Description	Price
		GloBug lighting for Stevenson Rocks.	$640
		Sub Total	0
		Tax	0
		Total	$640.00

LEASE/RENTAL AGREEMENT TERMS & CONDITIONS
Equipment and Vehicles
Please Read Carefully. You Are Liable For Our Equipment and Vehicles From Time They Leave Our Yard Until the Time They Are Returned To Us

1. Indemnity. Lessee/Renter ("You") agree to defend, indemnify, and hold Ample Power, LLC ("Us" or "We") harmless from and against any and all claims, actions, causes of action, demands, rights, damages of any kind, costs, loss of profit, expenses and compensation whatsoever including court costs and attorneys' fees ("Claims"), in any way arising from, or in connection with the Vehicles and Equipment rented/leased (which vehicles and equipment, together, are referred to in this document as "Equipment"), including, without limitation, as a result of its use, maintenance, or possession, irrespective of the cause of the Claim, except as the result of our sole negligence or willful act, from the time the Equipment leaves our place of business when you rent/lease it until the Equipment is returned to us.

2. Loss of or Damage to Equipment. You are responsible for loss, damage or destruction of the Equipment, including but not limited to losses while in transit, while loading and unloading, while at any and all locations, while in storage and while on your premises, except that you are not responsible for damage to or loss of the Equipment caused by our sole negligence or willful misconduct.

3. Protection of Others. You will take reasonable precautions in regard to the use of the Equipment to protect all persons and property from injury or damage. The Equipment shall be used only by your employees or agents qualified to use the Equipment.

4. Equipment in Working Order. We have tested the Equipment in accordance with reasonable industry standards and found it to be in working order immediately prior to the inception of this Agreement, and to the extent you have disclosed to us all of the intended uses of the Equipment, it is fit for its intended purpose. Other than what is set forth herein, you acknowledge that the Equipment is rented/leased without warranty, or guarantee, except as required by law or otherwise agreed upon by the parties at the inception of this Agreement.

5. Property Insurance. You shall, at your own expense, maintain at all times during the term of this Agreement, all risk perils property insurance ("Property Insurance") covering the Equipment from all sources (Equipment Rental Floater or Production Package Policy) including coverage for, without limitation, (i) theft by force (ii) theft by fraudulent scheme and/or "voluntary parting" (iii) mysterious disappearance (iv) loss of use of the Equipment. Coverage shall begin from the time you or your or agents pick the Equipment up at our place of business, or take delivery of the Equipment, whichever is applicable, and shall continue until the time the Equipment is returned to and accepted by us. The Property Insurance shall be on a worldwide basis shall name us as an additional insured and as the loss payee with respect to the Equipment and shall cover all risks of loss of, or damage or destruction to the Equipment. The Property Insurance coverage shall be sufficient to cover the Equipment at its replacement value but shall, in no event, be less than $1,000,000. The Property Insurance shall be primary coverage over our insurance.

6. Workers Compensation Insurance. You shall, at your own expense, maintain worker's compensation/employer's liability insurance during the course of the Equipment rental with minimum limits of $1,000,000.

7. Liability Insurance. You shall, at your own expense, maintain commercial general liability insurance ("Liability Insurance"), including coverage for the operations of independent contractors and standard contractual liability coverage. The Liability Insurance shall name us as an additional insured and provide that said insurance is primary coverage. Such insurance shall remain in effect during the course of this Agreement, and shall include, without limitation, the following coverages: standard contractual liability, personal injury liability, completed operations, and product liability. The Liability Insurance shall provide general liability aggregate limits of not less than $2,000,0000 (including the coverage specified above) and not less than $1,000,000 per occurrence

8. Vehicle Insurance. You shall, at your own expense, maintain business motor vehicle liability insurance ("Vehicle Insurance"), including coverage for loading and unloading Equipment and hired motor vehicle physical damage insurance, covering owned, non-owned, hired and rented vehicles, including utility vehicles such as trailers. Coverage for physical damage shall include "comprehensive" and "collision" coverage. We shall be named as an additional insured with respect to the liability coverage, and as a loss payee with respect to the physical damage coverage. The Vehicle Insurance shall also include coverage for pollution caused by any vehicles. The Vehicle Insurance shall provide not less than $1,000,000 in combined single limits liability coverage and actual cash value for physical damage and shall provide that said insurance is primary coverage with respect to all insureds, the limits of which must be exhausted before any obligation arises under our insurance.

9. Insurance Generally. All insurance maintained by you pursuant to the foregoing provisions shall contain a waiver of subrogation rights in respect of any liability imposed by this Agreement on you as against us. You shall hold us harmless from and shall bear the expense of any applicable deductible amounts and self insured retentions provided for by any of the insurance policies required to be maintained under this Agreement. In the event of loss, you shall promptly pay amount of the deductible amount or self-insured retention or the applicable portion thereof to us or the insurance carrier, as applicable. Notwithstanding anything to the contrary contained in this Agreement, the fact that a loss may not be covered by insurance provided by you under this Agreement or, if covered, is subject to deductibles, retentions, conditions or limitations shall not affect your liability for any loss. Should you fail to procure or pay the cost of maintaining in force the insurance specified herein, or to provide us upon request with satisfactory evidence of the insurance, we may, but shall not be obliged to, procure the insurance and you shall reimburse us on demand for its costs. Lapse or cancellation of the required insurance shall be deemed to be an immediate and automatic default of this agreement. The grant by you of a sublease of the Equipment rented/leased shall not affect your obligation to procure insurance on our behalf, or otherwise affect your obligations under this Agreement.

10. Cancellation of Insurance. You and your insurance company shall provide us with not less than 30 days written notice prior to the effective date of any cancellation or material change to any insurance maintained by you pursuant to the foregoing provisions.

11. Certificates of Insurance. Before obtaining possession of the Equipment you shall provide to us Certificates of Insurance confirming the coverages specified above. All certificates shall be signed by an authorized agent or representative of the insurance carrier.

12. Drivers. Any and all drivers who drive the Vehicles you are renting/leasing from us shall be duly licensed, trained and qualified to drive vehicles of this type. Although we may recommend certain qualified drivers with whom we are familiar, we do not supply drivers. You must supply and employ any driver who drives our Vehicles (even if the driver is the registered owner of the vehicle or owner of a company that owns the vehicle) and that driver shall be deemed to be your employee for all purposes and shall be covered as an additional insured on all of your applicable insurance policies.

13. Compliance With Law and Regulations. You agree to comply with the laws of all states in which the Equipment is transported and/or used as well as all federal and local laws, regulations, and ordinances pertaining to the transportation and use of such Equipment. Without limiting the generality of the foregoing and by way of example, you shall at all times (i) display all necessary and proper placards; obtain all necessary permits; and (iii) keep all required logs and records. You shall indemnify and hold us harmless from and against any and all fines, levies, penalties, taxes and seizures by any governmental authority in connection with or as a result of your possession or use of the Equipment including, without limitation, the full replacement value of the Equipment in the event of seizure or impound, including our reasonable costs and attorneys fees.

14. Valuation of Loss/Our Liability is Limited. Unless otherwise agreed in writing, you shall be responsible to us for the replacement cost value or repair cost of the Equipment (if the Equipment can be restored, by repair, to its pre-loss condition) whichever is less. If there is a reason to believe a theft has occurred, you shall file a police report. Loss of use shall be determined by the actual loss sustained by us. Accrued rental charges shall not be applied against the purchase price or cost of repair of the lost, stolen or damaged Equipment. In the event of loss for which we are responsible, our liability will be limited to the contract price and WE WILL, IN NO EVENT, BE LIABLE FOR ANY CONSEQUENTIAL, SPECIAL OR INCIDENTAL DAMAGES.

15. Subrogation. You hereby agree that we shall be subrogated to any recovery rights you may have for damage to the Equipment.

16. Bailment. This agreement constitutes an Agreement or bailment of the Equipment and is not a sale or the creation of a security interest. You will not have, or at any time acquire, any right, title, or interest in the Equipment, except the right to possession and use as provided for in this Agreement. We will at all times be the sole owner of the Equipment.

0000000017. Condition of Equipment. You assume all obligation and liability with respect to the possession of Equipment, and for its use, condition and storage during the term of this Agreement except as otherwise set forth herein. You will, at your own expense, maintain the Equipment in good mechanical condition and running order. The rent on any of the Equipment will not be prorated or abated while the Equipment is being serviced or repaired for any reason for which you are liable. We will not be under any liability or obligation in any manner to provide service, maintenance, repairs, or parts for the Equipment, except as otherwise specially agreed or as may be within the course and scope of employment by you. All installations, replacements, and substitutions of parts or accessories with respect to any of the Equipment will become part of the Equipment and will be owned by us.

18. Identity. We will have the right to place and maintain on the exterior or interior of each piece of property covered by this Agreement the following inscription: *Property of Ample Power, LLC.* You will not remove, obscure, or deface the inscription or permit any other person to do so.

19. Expenses. You will be responsible for all expenses, including but not limited to fuel, lubricants, and all other charges in connection with the operation of the Equipment.

20. Accident Reports. If any of the Equipment is damaged, lost stolen, or destroyed, or if any person is injured or dies, or if any property is damaged as a result of its use, maintenance, or possession, you will promptly notify us of the occurrence, and will file all necessary accident reports, including those required by law and those required applicable insurers. You, your employees, and agents will cooperate fully with us and all insurers providing insurance under this Agreement in the investigation and defense of any claims. You will promptly deliver to us any documents served or delivered to you, your employees, or your agents in connection with any claim or proceeding at law or in equity begun or threatened against you, us, or both of us.

21. Default - If you fail to pay any portion or installment of the total fees payable hereunder you otherwise materially breach this Agreement, then such failure or breach shall constitute a default ("Default"). Upon the occurrence of any such Default, and in addition to all other rights and remedies available at law or in equity, we shall have the right, at our option, to terminate this Agreement and cease performance hereunder. You further agree that the continuation of our performance hereunder after a Default shall not constitute a waiver or operate as any form of estoppel with respect to our later assertion of its right to cease such performance at any time so long as such Default has not been cured.

22. Return. Upon the expiration date of this Agreement with respect to any or all Equipment, you will return the property to us, together with all accessories, free from all damage and in the same condition and appearance as when received by you.

23. Additional Equipment. Additional Equipment may from time to time be added as the subject matter of this Agreement as agreed on by the parties. Any additional property will be added in an amendment describing the property, the monthly rental, security deposit, and stipulated loss value of the additional Equipment. All amendments must be in writing and signed by both parties. Other than by this amendment procedure, this Agreement may not be amended, modified, or altered in any manner except in writing signed by both parties.

24. Entire Agreement. This Agreement and any attached schedules, which are incorporated by reference and made an integral part of the Agreement, constitute the entire agreement between the parties. No agreements, representations, or warranties other than those specifically set forth in this Agreement or in the attached schedules will be binding on any of the parties unless set forth in writing and signed by both parties.

25. Applicable Law. This Agreement will be deemed to be executed and delivered in Los Angeles, California and governed by the laws of the State of California

26. Arbitration. Any controversy or claim arising out of or related to this Agreement or breach of this Agreement will be settled by arbitration, in Los Angeles, California, under the auspices of the Judicial Arbitration and Mediation Service ("JAMS"). The arbitration will be conducted by a single arbitrator under JAMS Streamlined Arbitration Rules. The decision and award of the arbitrator will be final and binding and any award may be entered in any court having jurisdiction. The prevailing party in any such arbitration shall be entitled to an award of reasonable attorneys fees and costs in addition to any other relief granted

27. Severability. If any provision of this Agreement or the application of any of its provisions to any party or circumstance is held invalid or unenforceable, the remainder of this Agreement, and the application of those provisions to the other parties or circumstances, will remain valid and in full force and effect.

28. Facsimile Signature. This Agreement may be executed by facsimile signature and such signature shall be deemed a valid and binding original signature.

ACKNOWLEDGED AND AGREED BY AUTHORIZED REPRESENTATIVE:

COMPANY	PLEASE PRINT YOUR NAME
DATE	PLEASE SIGN YOUR NAME

Ample Power
3840 Brittany Ln.
La Crescenta, CA 91214
(877) 224-9030 Tel
(818) 276-8421 Fax

Families for Stevenson

★ ROBERT LOUIS STEVENSON ELEMENTARY SCHOOL ★

Requested By:	Aimee Parrill
Date Requested	3/2/20
Date Needed:	ASAP
Vendor Name:	Anas Food Taquizas, LLC
Address:	8315 Taurus Ave
	Fontana, CA 92335
Cost for Shipping:	
Special Instructions:	2 checks needed
Account String(s):	

Please attach any additional information related to your order, including quotes, vendor order forms, receipts, contracts, agreements, , W9 if this is a new vendor, and invoices.

Quantity	Part #	Description	Price
		Tacos for Stevenson Rocks	$ 1300.00
		I need (2) checks. They require 50% deposit ASAP. The remaining balance will be paid at the event.	
		Sub Total	0
		Tax	0
		Total	$ 1300.00 0

Ana's Food Taquizas, LLC

"We serve you with friendly smiles and good food!"

INVOICE

Date: February 29, 2020
Invoice #: 417201

8315 Taurus Ave
Fontana, CA, 92335
Mobile: (909) 835-5750, (909) 202-9855, Fax: 909-349-1823
anasfoodtacos@gmail.com

Your Taco Caterers

TBD TBD

To: Jen Asbury
Stevenson Elementary
3333 Oak St
Burbank Ca
323 - 632 6664

Salesperson	Job	Payment Terms	Final Payment Date
Jose Sanchez	Taco Catering Service	50% Deposit Due 2 Weeks Prior to Event Date	Service Date
Taco Catering Service Date	**Guest Count**	**Three Meat Choices**	**Serving Time**
April 17, 2020		Asada, Chicken,Potato Tacos	(3 Hour Service)

Add-ons:

700 tacos,150 quesadillas,rice and beans

Guest Count	Description	Unit Price	Line Total
0	Toppings for Tacos: •Onions •Lettuce •Cilantro •Lemons Three Salsas: •Spicy Jalapeño •Medium Red •Mild Guacamole Sides for Tacos •Rice and Beans •Cheese Quesadillas •Grillled Onions & Jalapeños Service Also Includes: •Napkins, Plates, & Forks •3 Hour Service		$ 1,250.00

Traveling Distance Fee	$	50.00
Subtotal	$	1,300.00
Deposit		
Total (Tip Not Included)	**$**	**1,300.00**

Thank you for using Ana's Food!

Please make all checks payable to: *Ana's Food Taquizas, LLC*

Checks can be mailed to the address: *8315 Taurus Ave, Fontana, Ca, 92335*

8315 Taurus Ave, Fontana, CA, 92335 (909) 835-5750 anasfoodtacos@gmail.com

Families for Stevenson

★ ROBERT LOUIS STEVENSON ELEMENTARY SCHOOL ★

Requested By:	Aimee Parrill
Date Requested	3/2/20
Date Needed:	
Vendor Name:	C.E.G Protection Agency
Address:	P.O. Box 1143
	Pasadena, CA 91102
Cost for Shipping:	
Special Instructions:	
Account String(s):	

Please attach any additional information related to your order, including quotes, vendor order forms, receipts, contracts, agreements, , W9 if this is a new vendor, and invoices.

Quantity	Part #	Description	Price
		Security for Stevenson Rocks	$400
		Please send check by mail	
		Sub Total	0
		Tax	0
		Total	$400.00 0

C.E.G. PROTECTION AGENCY

Corky Gray
Phone (626) 818-6475
FAX (626) 633-1801
P.O. BOX 1143
PASADENA, CA 91102

Families for Stevenson
3333 W. Oak St.
Burbank, CA. 91506

Attn: Barbara Corcoran

Invoice Number: 2020- 001

ACCOUNT ACTIVITY **3-1-2020**

DATE	DETAILS	CHARGES	PAYMENTS
	Unarmed Security		
	STEVENSON ROCKS FFS		
4-17-2020	**Stevenson- STEVENSON ROCKS** **4 Officers @ $25.00 5pm-9pm**	**$400.00**	
	TOTAL DUE	**$400.00**	

TAX I.D. # 20-5795288 SENT 3-1-2020 Payable on receipt

Terms and Agreements

DELIVERY AND PICKUP

Reservation Length: All regular prices are for an **8 hour rental** term, all rentals over 8 hours will be charged according to the number of hours rented. Earliest deliveries start from 8am on the day of the event and can range to the customers desired delivery time. Pickups can range up to 3 hours after the desired pickup time. It is required to have at least a 3-hour window for delivery and pickup so drivers can make deliveries on time, otherwise, delivery and pickup times are **NOT GUARANTEED.** Latest pickup time is at 8pm. If the event goes late into the night it is recommended to choose the overnight option (additional fee depending on product rented), which we will than pickup the following morning between 8am - 12pm.

Delivery: Delivery is included for all inflatables to our regular delivery areas (check Delivery Chart for more info). Tables, Chairs, Tents, Party Extras, and Advertising Inflatables do not include delivery, an additional delivery charge will be applied. Delivery times should be arranged about 1-3 hours before the start of your event, however, deliveries will be made between 8AM and your reservation time (this is necessary in order to meet all customers' requested reservation times). The person who made the reservation or who made payment must be present during the time of delivery to sign for the rental. Customer is required to check the rented unit and all tie downs before the driver leaves because there is no guarantee that the driver can return before the pick up time. Deliveries for overnight orders are required to be scheduled for delivery no earlier than 12pm since it will be picked up the next morning.

Pickup: Pickup's will begin from your requested time, and not before, but can range up to 3 hours after (since drivers have more than one order, they may be delayed). If you are finished using the bouncers before the pickup time, you may simply unplug the unit until the driver arrives for pickup. If the driver is running late or should anything happen you will be contacted immediately to be notified. Overnight pickups are done the next morning between 8am - 12pm, usually the majority of the pickups are around 12pm.

Setup: Inflatables can be setup on grass, concrete, asphalt, hardwood, or sand. Cleaning fees apply for units to be set up on sand, customer MUST notify MJR during reservation. It is the Customer's responsibility to make sure there is a large enough space for setup. Customer is responsible for measuring their setup area to make sure it will fit. If, upon delivery time, MJR discovers there is not enough space for setup, then a cancellation fee may be applied up to the full amount of the rental. Hills or slight inclines in setup location should be a maximum of 5 degrees. Gates and walkways have to be a minimum of 3.5 feet wide for all inflatables and 5-11 feet wide for the following rides:

Special Circumstances Rides:

Following products require a 5 feet wide pathway and can NOT go up any steps/stairs/incline/ decline

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Jumbo Carousel, Buccaneer Pirate Ship, Candy Playland, Circus Playland, Old West Playland, Princess Carriage Combo, Stagecoach Combo, Helix Slides, All 20' Slides, 20' Kraken Slide, 25' Titanic Slide, Great Shark Slide, Volcano Lava Water Slide, Human Fooseball Game, 35' Obstacle Course, Inflatable Maze, Sports Fusion, Multi Sports Combo, All Mechanical Rides, Inflatable Rock Wall

Dunk Tanks - requires 6.5 feet wide pathway to setup location and can NOT go up any steps/ stairs/incline/decline (Backyard Foldable Dunk Tanks can go through 3 foot doorway)

Euro Bungee Trampoline - requires 9 feet wide pathway to setup location and can NOT go up any steps/stairs/incline/decline

Human Gyroscope Ride – requires 9 feet wide pathway to setup location and can NOT go up any steps/stairs/incline/decline

25' Rock Wall Ride – requires 11 feet wide pathway to setup location and can NOT go up any steps/stairs/incline/decline

Stairs: Customer MUST inform MJR of any stairs/steps present to the area of setup. Maximum of 20 stairs/steps allowed for Bounce Houses, 10 stairs/steps for larger inflatables, and absolutely no stairs/steps allowed for products mentioned above in the Special Circumstances Rides section. If steps surpass maximum allowed there will either be a Delivery Fee applied or reservation will be cancelled and a cancellation fee will be applied.

Water Slides: Water slides require a regular garden hose (not provided) within range of the setup area. Water slides DO NOT come with mats or any cushions to be placed under the pool area, if customer wishes to place mats for extra cushion, they need to provide it during the delivery time. Water should be turned off when the water slide or slip n slide is not being used.

Tables, Chairs and Tents: Delivery of tables, chairs and tents is not included in the cost of renting the items. Unless rented with an inflatable, an additional $30.00 delivery fee will be attached to any order consisting of these items alone. Delivery of these items is only "curbside delivery". The items will be dropped off at the renter's address, but not set up. Setup of these items is entirely the renter's responsibility. We ask that the items be prepared for pick-up just as they were dropped off; that is to say that all tables, chairs and tents should be folded and stacked as they were dropped off.

SITE PREPARATION

Customer must make sure setup site is ready, (i.e. lawns mowed, vehicles/obstacles out of the way, animal feces removed, setup location cleared) before driver is scheduled to arrive. If the site is not ready or accessible when the driver arrives, or if rented equipment cannot be moved directly on site (extra handling involved) the customer may be charged an additional delivery fee. If site is not prepared driver might be forced to leave and reschedule your delivery at a later time, in which case a delivery fee might be applied.

Underground Utilities: Please be ready to inform driver of the existence of any underground utilities (i.e. phone lines, gas lines, septic system, etc.), that may interfere with the ability to stake and/or anchor equipment. Customer assumes responsibility for any damage to underground equipment, or landscaping resulting from equipment installation. It is recommended you contact **DIG ALERT at 8-1-1 or 800-422-4133** before our arrival.

PAYMENT

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All customers are required to show a valid identification (drivers license, state issued ID, or passport) upon delivery time along with their credit card if form of payment is with a credit card.

Deposit: A deposit of 10% is required when placing an order through our website. For over the phone rentals, if you would like to pay COD, then a credit card number will be required to be placed on file for security reasons. We simply authorize the card and void the authorization, this keeps your credit card information secure and on file for 60 days in our system. We do require a credit card information for all rentals to be held on file for security reasons.

Credit Card: All major credit cards are accepted. To pay by credit card customer must pay before delivery time (either during reservation time or upon confirmation). If name on the credit card is different than the person making reservation, and the credit card owner will not be present to sign for rental, than a Credit Card Authorization form will be required to be filled out and sent in for reservation to be accepted.

Check: All payments using business checks must be made before the time of delivery. MJR must receive customers check at least 3 days before the reservation date. Checks will not be accepted during the delivery time. All returned checks will be charged a $30 penalty fee. No personal checks accepted.

Cash: The preferred method of payment is C.O.D. (Cash on Delivery). Customer can decide to pay COD without placing any deposit (a credit card number will be required to be placed on file). Customer is required to have exact cash amount for the balance due since drivers do not carry change with them.

Collections: Any balance that is unpaid after 30 days of the event date will be sent to collections. We will make our best effort to contact you via phone and email to notify you of any unpaid balances. If after 30 days we still do not get a reply back or payment made for outstanding balances due, then we will have to send the invoice to collections for further processing.

Tax: The property is being leased (rented) in substantially the same form as acquired by the lessor (rentor) and the lessor (rentor) acquired the property in a transaction that was a retail sale with respect to which the retailer reported and paid sales tax or as to which the lessor (rentor) has paid use tax measured by the purchase price of the property. Therefore, there is no tax charged to our rental products.

CANCELATION POLICY

If a customer decides to cancel their reservation, they must do so **72 HOURS** (3 days) before their reservation day. If customer cancels their order 48 hours (1-2 days) of their reservation date, a cancellation fee of 50% of the rental total will be applied. If the customer cancels their order the day of the rental, they will be charged the whole rental amount.

If the customer cannot get a hold of the company, or has called after business hours, it is still the customer's responsibility to leave a message in the company's messaging system about cancelling their reservation or sending an email to info@magicjumprentals.com regarding the cancellation.

RAIN POLICY: In case of rain or severe weather conditions (high winds exceeding 20mph) during your rental date, customer is allowed to cancel the same day as delivery without any cancellation fee (also pertains to forecasts with probabilities of rain or high winds greater than 50% likelihood). **Customer MUST CALL and cancel before 7am on the day of the event (voicemail and emails before 7am are ok for cancellation).** If customer cancels the order, it

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will be canceled for the rest of the rental period with no guarantee that MJR can deliver if weather conditions get better.

If customer decides to go ahead with the order even though the weather forecast says it will rain, but it is not actually raining at the time, then we will go ahead and deliver the order. However, if it does start to rain during the rental time, MJR reserves the right to cancel the order, due to safety concerns, with NO refund provided.

During rain/inclement weather, it is unsafe for anyone to play inside the inflatables, therefore we do cancel orders during raining/inclement weather days. However, since people do have events and parties that are usually planned out weeks/months before, or may take place indoors, we give customers the option to deliver the order or cancel it for days that are predicted to rain.

It is the customer's responsibility to call MJR to cancel their order or go through with it during these rain/inclement weather days before 8am . If customer decides to cancel order once MJR driver has already arrived at their location, than MJR reserves the right to charge customer a cancellation fee for not contacting before delivery and for making our driver do the labor work and drive out to your location.

PARK RESERVATIONS

Note: Customer must be present at the park at least 1-2 hours before the time of delivery.

Permits: Customer should call the local city Park and Recreation Department to inquire about their rules and regulations prior to placing order. Park permits are required from the customer prior to event date by most parks, some don't require it, so please check with park officials to make sure. If a permit is required but customer did not obtain it or falsified information, park officials may require the bouncer to be picked up during the event, in which case there will be no refund. **All permit copies must be emailed to us at permits@magicjumprentals.com before your event date.**

Insurance: MJR has full liability insurance and delivers to all parks that allow inflatables. Parks require the applicant to acquire additional insurance from MJR for the bouncer rental. Customer should reserve units approximately 3-4 days before event day to allow time for processing the required insurance certification with the park. For any special paperwork like endorsements or waivers of subrogation, please allow at least 1 week for processing. Additional fees may apply based on requirements.

Electricity: A 4000 watt generator, or stronger, is required for all inflatable going to a park, unless park facility provides electricity and customer has ensured there will be a dedicated 15 AMP circuit available. Please contact MJR to make sure you reserve the correct amount of generators.

Water Units: Water units cannot be setup at a park since a dedicated water supply and water hose are required, something that parks don't provide for their guests.

Tables, Chairs, Umbrellas: We do not deliver tables, chairs, or umbrellas to a park unless an inflatable is added to the order. Customer always has the option to pickup tables, chairs, and umbrellas at a discounted rate.

ELECTRICITY RESPONSIBILITY

NOTE: Providing adequate electricity is solely the customers responsibility. Customer must make sure there are an adequate number of electrical outlets, with sufficient power, to keep

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the units working properly. If there are no electrical outlets available at the setup location (i.e. parks, fields, parking lots), than a Generator will be required.

Electricity Outlets: Electricity outlets must be capable of providing a **dedicated minimum of 15 Amps for each blower**. Make sure the electric outlet you intend to use is equipped with a Ground Fault Circuit Interrupter (GFCI, most new electric outlets are). Please check all electricity outlets you plan to use for MJR equipment to ensure there will be an adequate supply of electricity. Insufficient electricity can create major problems during the course of the rental period (i.e. setup delays, constant deflation), therefore, we urge all customers to make preparations and exam electricity outlets to make sure they will provide sufficient electricity.

Extension Cords: Please be ready to provide extension cords to drivers if the setup location is further than 25 feet away from the outlet you plan to use. **MJR drivers DO NOT carry extension cords. However, if customer REQUESTS one, driver will make sure to carry an extension cord for their order.** Any extension cords used must be 3-prong cords that are UL and CE approved and no less than 14/3 gauge.

CONCESSION MACHINES

Mostly all concession machine rentals (except for Popcorn Machine w/Cart) are table top machines and DO NOT come with a table/stand. Customer needs to provide a table or stand along with an extension cord. All concession machines come with all the accessories needed for 100 servings. Driver is responsible for instructing customer of the correct operation of the concession machines and customer's signature of rental agreement is proof of drivers instructions. MJR also provides operation instructions on how to use the machines.

Note: Snow Cone machine rental does not include ice cubes and should be provided by the customer (can be purchased from any supermarket). It is recommended to have about 50-60 pounds of cubed ice for every 100 servings.

SUPERVISION OF INFLATABLES

Customer is responsible for supervising the safety and conduct of all participants using MJR products. Therefore, there should be a responsible and mature adult supervising the operation of the units at all times. Safety of all participants in units is the responsibility of the person supervising. All units come with safety instructions (usually located on the front of the unit), which need to be read and understood by any and all people supervising. Participants inside the units **SHOULD NOT, AT ANY TIME,** be allowed to do anything that is/are prohibited by the safety rules. Blatant disregard of the safety rules may result in physical injuries and/or additional fees for any food, silly string, or items not allowed.

MJR does provide inflatable attendant service for larger events. Attendants will come out and supervise the safety of participants using the inflatable products. However, the responsibility of making children follow attendants guidelines is the adults or parents responsibility.

THIRD-PARTY MEMBERS

All third-party members who are reserving units from MJR must first be approved by MJRs' representatives. Please contact MJR at (800) 873-8989 to receive the third-party member application and to submit it in due time. Third party members include anyone who places the reservation and who will not be present on the day of the event.

ONLINE RESERVATION

When reserving online, customer is given 15 minutes to proceed with checkout, otherwise order will be canceled once time expires to clear product availability for another customer.

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Order will not be confirmed unless customer goes through the checkout process and a deposit for 10% is processed. Once the deposit is processed a confirmation email will be automatically sent to confirm the rental.

NOTE Customers placing **orders within 24 hours of the delivery time** MUST call Magic Jump Rentals offices at 800-873-8989 to confirm rental since it is last minute. This confirmation call is required to have product prepared for rental and have driver assigned for delivery. Order may be cancelled if customer does not speak to anyone at Magic Jump Rentals within the last 24 hours. It is advised to rent over the phone at 800-873-8989 for last minute orders.

DISPUTE RESOLUTION: The parties agree to mediate any dispute or claim arising between them out of this Agreement, or any resulting transaction, before resorting to arbitration. Mediation can be commenced by one party demanding it of the other. Mediation fees, if any, shall be divided equally among the parties. If any party commences an action without first attempting to resolve the matter through mediation, or refuses to mediate within 30 days after a request has been made, then that party shall not be entitled to recover attorney's fees, even if they would otherwise be available to that party in any such action. Any controversy or claim remaining unresolved after mediation shall be settled by binding arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Any party filing a complaint in a court of law which is ruled to be properly venued in arbitration may, at the discretion of the arbitrator, owe the other party for any attorneys fees incurred for moving it properly to arbitration.

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TERMS OF SERVICE CONTRACT

THIS IS A LEGAL AGREEMENT ('AGREEMENT') BY AND BETWEEN THE FOLLOWING PARTIES:

Learn2Earn, Inc., a fundraising counsel for charitable purposes, registered as a corporation in Delaware, hereinafter referred to as 'Learn2Earn,' doing business at 1228 University Avenue, Suite 200, San Diego, CA 92103, and Thomas Jefferson Elementary - Fundraising Committee, located at 1900 Sixth Street, Burbank, CA 91504 hereinafter referred to as 'Client.' This Agreement's effective start date is March 6, 2020. This Agreement between the parties listed above is for services rendered by Learn2Earn, Inc. to Client in regards to Learn2Earn services and products via an online platform dedicated to literacy tracking and/or fundraising.

DEFINITIONS

'Account Administrator:' a parent or legal guardian of a Student who accepts the Agreement in Exhibit A and authorizes one or more Tracking Account(s) using the unique student invitation link mailed from the Service. Account Administrators are the sole users permitted to send sponsor invitation links to Sponsors.

'Account Owner': a School, School Organization, or Teacher who accepts this Agreement and creates Tracking Accounts for authorization by the applicable Account Administrator(s) using a unique student invitation link.

'Authorized Account': a Tracking Account which has been authorized by the Student's parent or legal guardian for full access to the Service.

'Fundraiser': a Read-A-Thon fundraiser sponsored by an Account Owner and administered using the Service by the Account Owner using the school event page.

'School': a public or private educational institution participating in the Service by agreeing to this Agreement and administering one or more Fundraisers or Reading Events. School personnel shall be permitted to create Tracking Account(s) and to send invitation links to Account Administrators for authorization and upgrade of their associated Tracking Accounts to Authorized Accounts.

'School Organization': an organization officially sanctioned and operating within guidelines administered by a School. The School Organization has the same rights and privileges as a School in the Service.

'Service': Learn2Earn products and services, including but not limited to, Learn2Earn's online platform, Whooo's Reading, Reading-Raiser, customer support, flyers, posters, administrative support, owlvatar customization, gamification of owlvatar and site, and any and all future products created by Learn2Earn.

'Student': Learn2Earn user who is currently enrolled in a School and whose School, School Organization or Teacher creates a Tracking Account on the Service. The Student's account will be upgraded to an Authorized Account upon authorization by the Student's parent or legal guardian (Account Administrator) using the unique student invitation link mailed from the applicable Account Owner and acceptance of this Agreement.

'Sponsor': Learn2Earn user who is interested in supporting a Student's learning projects and/or related Fundraiser(s) and Reading Program and who accepts the Agreement in Exhibit A and creates a Sponsor account using the unique sponsor invitation link mailed by the Service as prompted by the Account Administrator or the Student (once such invitation is authorized by the Account Administrator).

'Teacher': Learn2Earn user who is currently employed as a teacher or teaching assistant at a School. A Teacher has the same rights and privileges as a School in the Service.

'Tracking Account': a Student account created by the Account Owner prior to being authorized by the Student's parent or legal guardian.

GENERAL TERMS FOR SERVICE

Client is contracting Learn2Earn, Inc. for the sole purpose of facilitating reading tracking or fundraising through pledges for students' books read via its online platform. The purpose for which a solicitation campaign is being conducted is to support Client in raising funds to use at Client's discretion. Learn2Earn shall maintain the online platform and offer assistance as necessary to Client in functioning the site for Client's tracking or fundraising event.

SCHOOL DISTRICT. Client, as a school district, has the right to exercise control and approval over the content and frequency of any solicitation. Client, as a school district, also has the right to cancel the contract without cost, penalty, or liability for a period of 10 days following the date on which the contract is executed; that the school district may cancel the contract by serving a written notice of cancellation on the fundraising counsel; and that, if mailed, service shall be by certified mail, return receipt requested, and cancellation shall be deemed effective upon the expiration of five calendar days from the date of mailing. Following the initial 10-day cancellation period, the school district may terminate the contract by giving 30 days' written notice; that, if mailed, service of the notice shall be by certified mail, return receipt requested, and shall be deemed effective upon the expiration of five calendar days from the date of mailing; and that, in the event of termination under this subdivision, the school district shall be liable for services provided by the fundraising counsel to the effective date of the termination.

ACCESS AND USE OF THE SERVICE

CLIENT'S REGISTRATION OBLIGATIONS. All users of the Site (other than minors) must register with Learn2Earn and create an account in order to access and use certain features of the Service. Minors are not eligible to register for the Site. Tracking Accounts are created by the Account Owner and are only used for the use and benefit of the Account Owner. Account Administrators are required to authorize their associated Students' Tracking Account(s) in order for the Student's accounts to be upgraded to an Authorized Account and thereby gain access to the full Service. If Client chooses to register for the Service, Client agrees to provide and maintain true, accurate, current and complete information as prompted by the Service's registration form. Registration data and certain other information provided to the Service by Client are governed by our Privacy Policy. Client shall be held responsible for any false, inaccurate, lapsed or incomplete information provided. If Learn2Earn has grounds to suspect the veracity and/or accuracy of such information, Learn2Earn has the right to suspend or terminate, immediately and regardless of notification, Client's user account. Each Account Administrator is solely responsible for validating the contact email address that is entered by their associated Student for use with the unique student invitation link.

USER ACCOUNT, LOGIN, PASSWORDS. Client is responsible for maintaining the confidentiality of Client's Site username and password and is fully responsible for any and all activities that occur under Client's username and password. Client agrees to (a) immediately notify Learn2Earn of any unauthorized use of Client's username and password or any other breach of security, and (b) ensure that Client exits from Client's account at the end of each session when accessing the Service. Learn2Earn will not be liable for any loss or damage arising from Client's failure to comply with this Section.

MODIFICATIONS OF SERVICE. Learn2Earn reserves the right to modify or discontinue, temporarily or permanently, the Service (or any part thereof). Learn2Earn is not responsible for notifying Client of any modifications; Learn2Earn agrees to notify Client in the event of a discontinuance of the Service. Client agrees that Learn2Earn will not be liable to Client or to any third party for any modification, suspension or discontinuance of the Service.

GENERAL PRACTICES REGARDING USE AND STORAGE. Client acknowledges that Learn2Earn may establish general practices and limits concerning use of the Service, including without limitation the maximum period of time that data or other content will be retained by the Service and the maximum storage space that will be allotted on Learn2Earn's servers on Client's behalf. Client agrees that Learn2Earn has no responsibility or liability for the deletion or failure to store any data or other content maintained or uploaded by the Service. Client acknowledges that Learn2Earn reserves the right to terminate accounts that are inactive for an extended period of time. Client further acknowledges that Learn2Earn reserves the right to change these general practices and limits at any time, in its sole discretion, with or without notice. Client further acknowledge that Learn2Earn does not monitor or check Student answers or other content before it is posted on the Site. It is the Account Administrator's sole responsibility to monitor and delete posts which are made on its associated Student accounts on the Service.

TRACKING ACCOUNTS. Accounts are only accessible by the respective Student and the Account Owner. None of the information or materials entered using a Tracking Account are shared with any third parties and the Tracking Accounts are only used for the use and benefit of the Account Owner and for no commercial purpose. Tracking Accounts are not able to participate in any Fundraiser, invite any Sponsors or take part in any other outward facing activities. Tracking Accounts

are upgraded to Authorized Accounts when the following steps take place: (i) Student enters his or her parent's or legal guardian's email address, (which will cause the Service to generate an email containing a unique student invitation link); and (ii) such parent or legal guardian click on the unique student invitation link, provide authentication information and authorize the Tracking Account for upgrade to an Authorized Account.

LICENSES

USE OF SERVICE. Subject to Client's performance of all of the provisions of this Agreement, Learn2Earn hereby grants Client, a limited, terminable, personal, non-exclusive license to access and use the Site and the Services solely as provided herein. Notwithstanding anything to the contrary herein, all rights not specifically granted in the license set forth above shall be reserved and remain always with Learn2Earn. Client's right to use the Site is not transferable. Client will use the Site and the Service in accordance with all applicable laws. Learn2Earn may, without notice, terminate Client's access to the Site and the Service or take other actions as are reasonably necessary to comply with legal requirements and as necessary to protect Learn2Earn's networks, information and the security and integrity of the Site or if Learn2Earn determines that Client is misusing the Site or otherwise violating the terms of this Agreement.

LICENSE TO USE CLIENT'S INFORMATION. Client hereby grants to Learn2Earn an irrevocable, worldwide, perpetual, royalty-free, fully paid-up, transferable, sublicensable, non-exclusive license: (i) to copy, display, transmit, upload, perform, distribute, store, modify and otherwise use all User Content, Submissions (as those terms are defined below) and any other code, video, images, information, data, text, software, music, sound, photographs, graphics, messages or other materials ('content') Client uploads, posts, publishes, displays or otherwise transmits (hereinafter, 'uploads') using the Service, such as any Student reviews and answers to questions about books, or other materials, in connection with the operation of the Service or the promotion, advertising or marketing thereof, in any form, medium or technology now known or later developed, including, but not limited to, using any of the foregoing as part of publicly viewable review and answer databases or other commercial uses on the Service; and (ii) to use and display general statistical information about Client (which will not be personally identifiable) to associate Client with the content Client uploads. Account Administrators shall ensure that neither they nor Students associated with them include any personal information on the Site in violation of applicable law or Site parameters. The Account Administrators shall be solely responsible for any personal information uploaded by their Students including, but not limited to, address, phone number, email address, or other similar information.

CONDITIONS OF USE

USER CONTENT. Client is solely responsible for all content that Client uploads or emails or otherwise uses via the Service. The following are examples of the kind of content and/or use that is illegal or prohibited by Learn2Earn. Learn2Earn reserves the right to investigate and take appropriate legal action against anyone who, in Learn2Earn's sole discretion, violates this provision, including without limitation, removing the offending content from the Service, suspending or terminating the account of such violators and reporting Client to the law enforcement authorities.

Client agrees to not use the Service to:

a) email or otherwise upload any content that (i) infringes any intellectual property or other proprietary rights of any party; (ii) Client does not have a right to use; (iii) contains software viruses; (iv) poses or creates a privacy or security risk to any person; (v) constitutes any form of solicitation; (vi) is unlawful or harmful, hateful racially, ethnically or otherwise objectionable; or (vii) in the sole judgment of Learn2Earn, is otherwise objectionable or which restricts or inhibits any other person from using or enjoying the Service, or which may expose Learn2Earn or its users to any harm or liability of any type;

b) interfere with or disrupt the Service or servers or networks connected to the Service; or

c) violate any applicable local, state, national or international law, or any regulations having the force of law;

d) impersonate any person or entity, or falsely state or otherwise misrepresent Client's affiliation with a person or entity;

f) harvest or collect email addresses or other contact information of other users from the Service;

g) advertise or offer to sell or buy any goods or services for any business purpose;

h) further or promote any criminal activity or enterprise or provide instructional information about illegal activities; or

i) obtain any materials or information through any means not intentionally made available or provided for through the Service.

The information contained in the Sponsor invitation code link is privileged and confidential and intended only for the use of the individual it was directly addressed to. Any unauthorized disclosure, copying, distribution or taking of any action in reliance on the contents of the email materials or a Sponsor invitation code link not addressed to the recipient is strictly prohibited. Client acknowledges the terms of service as listed in Exhibit A required of Sponsors when initiating their donations online.

INCOMPLETE TRANSACTIONS. Client agrees that Client shall not use the Site to conduct incomplete transactions wherein Client makes contact with Sponsors through the Service but completes the Fundraiser by soliciting or accepting donations from Sponsors outside of the Service. Any violation of this prohibition is grounds for immediate termination of access to the Site and this Agreement.

COMMERCIAL USE. Unless otherwise expressly authorized herein or in the Service, Client agree not to display, distribute, license, perform, publish, reproduce, duplicate, copy, create derivative works from, modify, sell, resell, exploit, transfer or upload for any commercial purposes, any portion of the Service, use of the Service, or access to the Service.

AUTHORIZATION BY SCHOOL

INTERMEDIARY FOR CONSENT. Client agrees that the School is acting as an intermediary between Learn2Earn and parents and legal guardians in the notice and consent process with respect to the collection of personal information online from Students in the school context. Client represents, on behalf of the School, that the School is in full compliance with the Family Educational Rights and Privacy Act (FERPA) and has communicated with parents of matriculating students its acceptable use policies for Internet use.

LIMITATION ON INTERNAL USE. Learn2Earn agrees that the functionality of Tracking Accounts can only be used in conjunction with a Reading Program and solely for the benefit of Students and the School. All personal information collected by Students using a Tracking Account can only be used through the Service by and for the benefit of the School, and for no other commercial purpose. The School hereby authorizes the collection of its Students' personal information and represents that it has obtained the corresponding parents' or legal guardians' consent. Learn2Earn is not obtaining consent directly from parents or legal guardians of Tracking Account students and is relying on the foregoing representation by the School. Learn2Earn's collection, use, and disclosure of personal information collected from Tracking Accounts are set forth in the Privacy Policy.

UPGRADE TO AUTHORIZED ACCOUNT. Once a parents' or legal guardians' consent is obtained to upgrade a Tracking Account to an Authorized Account, then Student's personal information will be used for participation in Fundraisers and for other purposes as outlined in the Privacy Policy.

FINANCIAL PROVISIONS

FEES. Learn2Earn will waive a set-up fee when Account Owners create Fundraisers, school pages, classroom pages or activate other premium features on the Site ("Set-Up Fee"). Learn2Earn shall collect a percentage (15%) of the funds raised with respect to a Fundraiser administered through the Service ("Service Fee"). The funds raised with respect to a Fundraiser include all collected donations, including but not limited to donations by credit card, check, cashier's check, automatic transfer of funds, and cash. Applicable Set-Up Fees and Service Fees are disclosed at the time of Client's transaction. When Client uses the Service to create a Fundraiser, school page, classroom page or to activate other premium features on the Site, Client will be directed to our third party payment processor's portal for fulfillment of the applicable Set-Up Fee.

ONLINE DONATIONS. All donations shall be processed through a third party payment processor and Learn2Earn will collect the Service Fee from the third party payment processor which is used to facilitate the fulfillment of pledges. Client acknowledges that a percentage of the funds (15%) collected by the third party processor will be paid to Learn2Earn as Service Fees. These donations shall be subject to processing fees that third party payment processor collects per each pledge donated through the online platform. These fees shall be refunded to Client in the event that Client fulfills all of its obligations listed below in the section titled 'Processing Credit.'

OFFLINE DONATIONS. In the event that a necessity arises to make offline donations, Client and or Client's affiliates agree to receive and calculate these offline donations in the forms of, including but limited to, cash, personal check,

cashier's check, ACH, or electronic transfer. Any and all offline donations shall be entered into the online platform Client account under "Donations" by entering donation type, donor, and amount of donation. These donations are subject to the language in section titled "Fees" such that Learn2Earn will earn 15% of total offline donations in addition to 15% of online donations taken automatically upon processing. Client agrees to remit payment to Learn2Earn upon or before the thirtieth day following the completion date of the event for Learn2Earn's Service Fee.

PROCESSING CREDIT. Upon completion of the event, Client shall remit payment in the amount of 15% of total offline donations to Learn2Earn upon or before the thirtieth day following the completion date of the event. In the event that Client fulfills its obligation, Learn2Earn will issue a processing credit. The processing credit shall consist of all third party processing fees incurred throughout the duration of the fundraising event by Client.

PLEDGE FULFILLMENT. The Service will not collect any personally identifiable financial information such as Client's credit card or bank account number. Learn2Earn uses a third party payment processor to facilitate the fulfillment and collection of pledges made pursuant to Fundraisers. All financial information is collected directly by the payment processor subject to their policies and terms of use. The security of Client's personally identifiable financial information and the payments Client make to the payment processor is outside of our control and Learn2Earn shall not be responsible for any consequences or damages arising from Client disclosing personally identifiable financial information to or payments using the payment processor. Client acknowledges the terms of service that Sponsors will agree to when initiating their donations, included herein as Exhibit A.

PLEDGE FAILURE. Learn2Earn does not control success or completion of pledge fulfillment and is not responsible should any Sponsor fail to fulfill their pledge, whether by providing incomplete or inaccurate financial information or having insufficient funds. Any failed pledge will be noticed on the Service and the Account Owner and Account Administrator will be provided with the facility to contact the Sponsor to inquire regarding the pledge. The Account Owner and Account Administrator are solely responsible for all such communications which are required to comply at all times with the restrictions herein and applicable laws.

FUNDRAISING COUNSEL GUARANTEE. Learn2Earn will not at any time solicit funds, assets, or property for charitable purposes, receive or control funds, assets, or property solicited for charitable purposes, or employ, procure, or engage any compensated person to solicit, receive, or control funds, assets, or property for charitable purposes.

INTELLECTUAL PROPERTY RIGHTS

SERVICE CONTENT, SOFTWARE, AND TRADEMARKS. Client acknowledges and agrees that the Service contains content or features ('Service Content') that are protected by intellectual property rights, including, as applicable, copyright, patent, trademark, trade secret or other proprietary rights and laws. Except as expressly authorized by Learn2Earn, Client agrees not to modify, copy, frame, scrape, rent, lease, loan, sell, distribute or create derivative works based on the Service or the Service Content, in whole or in part, except that the foregoing does not apply to Client's own User Content (as defined below) that Client legally uploads to the Service. In connection with Client's use of the Service, Client will not engage in or use any data mining, robots, scraping or similar data gathering or extraction methods. Any use of the Service or the Service Content other than as specifically authorized herein is strictly prohibited. The technology and software underlying the Service or distributed in connection therewith are the property of Learn2Earn, our affiliates, and our partners (the 'Software'). Client agrees not to copy, modify, create a derivative work of, reverse engineer, reverse assemble, or otherwise attempt to discover any source code, sell, assign, sublicense, or otherwise transfer any right in the Software. Any rights not expressly granted herein are reserved by Learn2Earn. Client further agrees that the functionality and features of the Service represent valuable proprietary materials owned by Learn2Earn. By having access to the Service, Client agrees to not study or analyze the Service or otherwise use the Service for the purpose of creating and using another Internet reading-based fundraiser or tracking program.
The Learn2Earn name and logos are trademarks and service marks of Learn2Earn (collectively the 'Learn2Earn Trademarks'). Other Learn2Earn product and service names and logos used and displayed via the Service may be trademarks or service marks of their respective owners who may or may not endorse or be affiliated with or connected to Learn2Earn. Nothing in this Terms of Service or the Service should be construed as granting, by implication, estoppel, or otherwise, any license or right to use any of Learn2Earn Trademarks displayed on the Service, without our prior written permission in each instance. All goodwill generated from the use of Learn2Earn Trademarks will inure to our exclusive benefit.

USER CONTENT TRANSMITTED THROUGH THE SERVICE. With respect to the content or other materials Client uploads through the Service or share with other users or recipients (collectively, 'User Content'), Client represents and warrants that Client owns all right, title and interest in and to such User Content, including, without limitation, all copyrights and rights of publicity contained therein.

Client acknowledges and agrees that any questions, comments, suggestions, ideas, feedback, or other information about the Service ('Submissions'), provided by Client to Learn2Earn are non-confidential and Learn2Earn will be entitled to the unrestricted use and dissemination of these Submissions for any purpose, commercial or otherwise, without acknowledgment or compensation to Client.

INDEMNITY AND RELEASE

Client agrees to indemnify and hold Learn2Earn and its affiliates and their officers, employees, directors and agent harmless from any and all losses, damages, expenses, including reasonable attorneys' fees, rights, claims, actions of any kind and injury (including death) arising out of or relating to (i) Client's use (and the use by any associated Students) of the Service, any User Content, its connection to the Service; (ii) its violation (and the violation by any associated Students) of these Terms of Service or of any rights of another, including, but not limited to, any abuse or cyber-bullying. In addition, Client hereby releases Learn2Earn and its affiliates and their officers, employees, directors and agent harmless from any and all losses, damages, expenses, claims, actions of any kind and injury (including death), whether known or unknown, whether foreseeable or not, that in any way arise out of or relate to (i) Client's use (or the use of by any associated Students) of the Service; (ii) any personal injury, death or property damage suffered by Client, its family or other members of its household due to any communication or other action originating from or with respect to the Service. If Client is a California resident, Client waives California Civil Code Section 1542, which says: 'A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor.' If Client is a resident of another jurisdiction, Client waives any comparable statute or doctrine.

DISCLAIMER OF WARRANTIES

CLIENT'S USE OF THE SERVICE IS AT CLIENT'S SOLE RISK. THE SERVICE IS PROVIDED ON AN 'AS IS' AND 'AS AVAILABLE' BASIS. LEARN2EARN EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT, OR THAT THE SERVICE WILL MEET CLIENT'S REQUIREMENTS OR BE UNINTERRUPTED, TIMELY, SECURE, OR ERROR-FREE.

LIMITATION OF LIABILITY

CLIENT EXPRESSLY UNDERSTANDS AND AGREES THAT LEARN2EARN WILL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY DAMAGES, OR DAMAGES FOR LOSS OF PROFITS INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF GOODWILL, USE, DATA OR OTHER INTANGIBLE LOSSES (EVEN IF LEARN2EARN HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES), WHETHER BASED ON CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE, RESULTING FROM: (I) THE USE OR THE INABILITY TO USE THE SERVICE; (II) ANY AMOUNTS PLEDGED OR OTHERWISE RAISED INCIDENT TO ANY FUNDRAISING; (III) THE COST OF PROCUREMENT OF AN ALTERNATIVE FUNDRAISING MECHANISM; (IV) UNAUTHORIZED ACCESS TO OR ALTERATION OF CLIENT'S TRANSMISSIONS OR DATA; (V) STATEMENTS OR CONDUCT OF ANY THIRD PARTY ON THE SERVICE; OR (VI) ANY OTHER MATTER RELATING TO THE SERVICE. IN NO EVENT WILL LEARN2EARN'S TOTAL LIABILITY TO CLIENT FOR ALL DAMAGES, LOSSES OR CAUSES OF ACTION EXCEED THE AMOUNT CLIENT HAS PAID LEARN2EARN IN THE LAST SIX (6) MONTHS, OR, IF GREATER, ONE HUNDRED DOLLARS ($100).
SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF CERTAIN WARRANTIES OR THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. ACCORDINGLY, SOME OF THE ABOVE LIMITATIONS SET FORTH ABOVE MAY NOT APPLY TO CLIENT. IF CLIENT IS DISSATISFIED WITH ANY PORTION OF THE SERVICE OR WITH THESE TERMS OF SERVICE, CLIENT'S SOLE AND EXCLUSIVE REMEDY IS TO DISCONTINUE USE OF THE SERVICE.

ARBITRATION

At Learn2Earn's or Client's election, all disputes, claims, or controversies arising out of or relating to the Terms of Service or the Service that are not resolved by mutual agreement shall be exclusively resolved by binding arbitration to be conducted before JAMS, or its successor. Unless otherwise agreed by the parties, arbitration will be held in San Diego, California before a single arbitrator mutually agreed upon by the parties, or if the parties cannot mutually agree, a single arbitrator appointed by JAMS, and will be conducted in accordance with the rules and regulations promulgated by JAMS. The arbitration must commence within forty-five (45) days of the date on which a written demand for arbitration is filed

by either party. The arbitrator's decision and award will be made and delivered within sixty (60) days of the conclusion of the arbitration and within six (6) months of the selection of the arbitrator. The arbitrator will not have the power to award Client any damages in excess of the limitation on actual compensatory, direct damages set forth in above and may not multiply actual damages or award punitive damages or any other damages that are specifically excluded under these Terms of Service, and Client hereby irrevocably waives any claim to such damages. The arbitrator may, in his or her discretion, assess costs and expenses (including the reasonable legal fees and expenses of the prevailing part) against any party to a proceeding. Any party refusing to comply with an order of the arbitrators will be liable for costs and expenses, including attorneys' fees, incurred by the other party in enforcing the award. Notwithstanding the foregoing, in the case of temporary or preliminary injunctive relief, any party may proceed in court without prior arbitration for the purpose of avoiding immediate and irreparable harm. The provisions of this arbitration section will be enforceable in any court of competent jurisdiction.

TERMINATION

Client agrees that Learn2Earn, in its sole discretion, may suspend or terminate Client's account (or any part thereof) or use of the Service and remove and discard any content within the Service, for any reason, including, without limitation, for lack of use or if Learn2Earn believes that Client has violated or acted inconsistently with the letter or spirit of these Terms of Service. Any suspected fraudulent, abusive, or illegal activity that may be grounds for termination of Client's use of Service, may be referred to appropriate law enforcement authorities. Learn2Earn may also in its sole discretion and at any time discontinue providing the Service, or any part thereof, with or without notice. Client agrees that any termination of its access to the Service under any provision of this Terms of Service may be effected without prior notice, and acknowledges and agrees that Learn2Earn may immediately deactivate or delete Client's account and all related information and files in your account and/or bar any further access to such files or the Service. Further, Client agrees that Learn2Earn will not be liable to Client or any third party for any termination of Client's access to the Service. Upon any termination of this Agreement, all provisions herein which are intended survive to give meaning to their terms shall survive any termination or lapse of this Agreement, including, but not limited all definitions, disclaimers, indemnification obligations, limitation of liabilities, and general terms.

USER DISPUTES

Client agrees that Client's solely responsible for Client's interactions with any other user in connection with the Service and Learn2Earn will have no liability or responsibility with respect thereto. Learn2Earn reserves the right, but has no obligation, to become involved in any way with disputes between Client and any other user of the Service.

GENERAL

These Terms of Service constitute the entire agreement between Client and Learn2Earn and govern Client's use of the Service, superseding any prior agreements between Client and Learn2Earn with respect to the Service. Client also may be subject to additional terms and conditions that may apply when Client use affiliate or third party services, third party content or third party software. This Agreement will be governed by the laws of the State of California without regard to its conflict of law provisions. With respect to any disputes or claims not subject to arbitration, as set forth above, Client and Learn2Earn agree to submit to the personal and exclusive jurisdiction of the state and federal courts located within San Diego County, California. In the event a dispute arises regarding this Agreement or the use of this Site, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs incurred, in addition to damages and any other relief to which it is entitled. The failure of Learn2Earn to exercise or enforce any right or provision of these Terms of Service will not constitute a waiver of such right or provision. If any provision of these Terms of Service is found by a court of competent jurisdiction to be invalid, the parties nevertheless agree that the court should endeavor to give effect to the parties' intentions as reflected in the provision, and the other provisions of these Terms of Service remain in full force and effect. Client agrees that regardless of any statute or law to the contrary, any claim or cause of action arising out of or related to use of the Service or these Terms of Service must be filed within one (1) year after such claim or cause of action arose or be forever barred. A printed version of this agreement and of any notice given in electronic form will be admissible in judicial or administrative proceedings based upon or relating to this agreement to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form. Client may not assign this Agreement without the prior written consent of Learn2Earn, but Learn2Earn may assign or transfer this Agreement, in whole or in part, without restriction. The section titles in these Terms of Service are for convenience only and have no legal or contractual effect. Notices to Client may be made via either email or regular mail. The Service may also provide notices to Client of changes to these Terms of Service or other matters by displaying notices or links to notices generally on the Service.

PRIVACY

At Learn2Earn, we respect the privacy of our users. For details please see our Privacy Policy. Client confirms that Client has read our Privacy Policy, the terms of which are incorporated herein in full, and agree that the terms of such policy are reasonable and satisfactory.

NOTICE TO CALIFORNIA USERS

Under California Civil Code Section 1789.3, users of the Service from California are entitled to the following specific consumer rights notice: The Complaint Assistance Unit of the Division of Consumer Services of the California Department of Consumer Affairs may be contacted in writing at 1625 North Market Blvd., Suite N 112, Sacramento, CA 95834, or by telephone at (916) 445-1254 or (800) 952-5210. Client may contact us at Learn2Earn, 1228 University Avenue, Suite 200, San Diego, CA

IN WITNESS WHEREOF, the parties hereto have executed this TERMS OF SERVICE CONTRACT as of the date first written above.

LEARN2EARN CORPORATION

By: _____

Print Name: _____

Title: _____

Learn2Earn, Inc.
1228 University Avenue, Suite 200
San Diego, CA 92103

WHOOO'S READING ACCOUNT MANAGER:
Claire Zaruba
support@whooosreading.org

CLIENT

By: _____

Print Name: _____

Title (if any): _____

Debbie Kukta, CPA, CGMA
Assistant Superintendent, Administrative Services - Burbank Unified School District

Thomas Jefferson Elementary - Fundraising Committee
ATTN: Jessica OKeefe
1900 Sixth Street
Burbank, CA, 91504
3107176543

EXHIBIT A

Exhibit A, the Terms of Service to which all users of the Service must agree, is herein incorporated by reference only. Client agrees to be bound to the terms of Exhibit A, the body of which has been omitted but can be obtained at any time by written request to Learn2Earn, Inc. at the address above, or by sending a request via email to legal@whooosreading.org.

SPECIAL EVENTS

Event Contract

Today's Date: February 7, 2020

Event Contact: John Wells | Company Name: Burbank High School

Contact Number: 818-558-4700 | Fax: 818-845-6122

Email: johnwells@burbankusd.org | Address: 902 N. 3rd St. Burbank, Ca 91502

Event Name: Prom 2021 | Event Date: Saturday, May 15, 2021 | Time: 7:00pm-11:00pm

Per Person Cost: $84.00pp, 600 minimum | Maximum Occupancy: 900 (seating will be limited)

Deposit: $6,000.00 | Deposit Due: 2/18/20

Balance Amount: $44,400.00* | Balance Due: 5/7/21

*The balance amount is based on the minimum guarantee minus the deposit. This may change if the final guest count increases and/or if any items are added to the package.

Event Details:

- Four Hours Use of LA River Center and Gardens (Main Courtyard, California Building – Atrium (indoor), San Fernando, Courtyard) 570 W. Avenue 26, Los Angeles, CA 90065
- Dinner Menu Set-up Buffet Style (Acrylic Service Ware)
- Unlimited Sodas and Water (Coffee for chaperones)
- DJ with Intelligent Lighting and Upgraded Sound System, Additional Sound and Music for the Main Courtyard
- Partial Seating for 450 – Using All Spaces (Tables, Chairs and Linens Included)
- $2,000 Enhancement Budget (at your discretion)
- Red Carpet Entrance
- 2 Heaters for Registration (additional heaters are $95 each)
- PROM Light-up Letters
- Bistro Lights for the Main Courtyard
- Use of In-house Bistro Lights for the Dance Area
- 4 Light-up Dance Boxes for the Dance Area
- Required generator for the DJ area
- All Other Necessary Rentals for Your Event (pole lights, stanchions, etc.)
- Use of Coat Check Equipment if needed (to be staffed by the school)
- Complimentary Parking
- Event Coordination and On-site Event Staff (all items provided by PDSE)
- General Liability Insurance
- Security Team (includes pat downs and purse checks) and required Park Rangers
- Complimentary chaperones (3 per 100 paid guests)

Your deposit of $6,000.00 is due on 2/18/20. The balance of your event based on the minimum guarantee will be due on 5/7/21. Any additional guests or items ordered will be added to the balance. Payment for additional guests or items ordered is due 3 days prior to your event. Any additional staff or vendors brought by the Client may be subject to additional charges. A final count will be due 7 days prior to the event date. *Your minimum must be met in order to receive the contracted pricing.*

Cancelation policy: Full minimum guarantee due if canceled within 18 months of event date. No portion of any payment is refundable. Please make checks payable to PD Special Events.

This agreement is signed and thereby accepted on _____, 2020

By: _____ Signature: _____ Title: _____

19112 Gridley Rd. #222 Cerritos, Ca 90703 P: (562) 999-1627 F: (562) 800-0463

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 2 of March, 20 20 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Michael Rayner hereinafter referred to as "Consultant."

Payee's Name Michael Rayner Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Martha Walter

Board Approval Date March 19, 2020

Account String 010 90201 0 11100 00000 5850 205 8700

The assignment ☐ **will or** ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 700 per hour☐/ per day ☒/ per session☒ for a total not to exceed $ 700 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on Feb 21, 2020 and terminating on Feb. 21, 2020 .
3. Payment Terms: _____
4. Consultant will provide the following services:

   Entertainment for assembly

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title	Date	Consultant	Michael Rayner	3/5/2020 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19



Michael Rayner
[redacted]

Invoice: 02212020.10a

Attention: Justin Worsham

Location:
Bret Harte Elementary School
3200 Jeffries Ave, Burbank, CA 91505

Date: 02/21/2020 at 10:Am

Show Fee 700.00

Show Description: Magical Juggling. Top Fundraising Party

Thanks,

Michael Rayner

BIO

Michael show has been described as "preposterous brilliance" and "whacky jugglement," a combination of hilarious tricks and stunts with uproarious stand-up and a bounty of improvised fun. You're never sure what's coming next! His signature trick is spinning a McDonald's cheeseburger on an umbrella which garnered him appearances on **America's Got Talent, The Late Late Show with James Corden,** and **The David Letterman Show.** Other TV appearances include **Sesame Street, The Extreme Gong Show, Thirty Seconds to Fame** and various local TV shows. He is a favorite of Nickelodeon Television having performed his antics on **What Would You Do?** and **Nick Arcade.** He frequently pops up in TV commercials. He was a weird scientist for IBM and a dork washing a cardboard car for Saturn. He played a hapless gas station attendant who tries to take a photo of **Elvis** in an Energizer battery commercial and has appeared with **Ringo Star, Jane Seymour,** and **Anthony Quinn** promoting other worthwhile products . Maybe his proudest achievement was having **Frank Sinatra** *personally* approve him to promote his compilation CD for a Capitol Records commercial. Michael has done warm-up for many sitcoms including **That '70s Show, Reba, Dharma and Greg, Stark Raving Mad, Then Came You, Two of a Kind, Two Guys and a Girl** and the specials **Thou Shalt Laugh II** and **Home for the Holidays.**

When not performing, Michael writes. He placed fourth in the online writing competition Scriptapalooza. He has written for E! Entertainment Television, The Gameshow Network, Nickelodeon and The Spark Factory.

Burbank Adult School ASB
Associated Student Body
3811 W Allan Ave
Burbank, CA 91505
Phone: (818) 729-5950 Fax: (818) 558-4620

INVOICE

INVOICE # 100
DATE: 2/28/2020

TO:
Burbank Unified School District
Instructional Services
1900 W Olive Ave
Burbank, CA 91506
Phone: (818) 729-4400

SHIP TO:
Attn: Ilya Mindlin
Burbank Adult School
3811 W Allan Ave
Burbank, CA 91505
Phone: (818) 729-5950

COMMENTS OR SPECIAL INSTRUCTIONS:
Arrangements made with Peggy Flynn to reimburse Adult School

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Reimbursement for cost of pickup & delivery of donated		
	Piano from Nickelodeon to Burbank Adult School		
	*** Movers invoice attached ***		
	Movers were paid directly by BAS ASB - check # 4202		$230.00

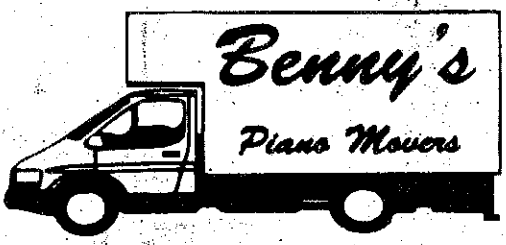
SUBTOTAL	**230.00**
SALES TAX	0
SHIPPING & HANDLING	0
TOTAL DUE	$230.00

Peggy Flynn

Make all checks payable to Burbank Adult School ASB
If you have any questions concerning this invoice, contact:
Ilya Mindlin, (818) 729-5950 ext 33902, IlyaPumpian-Mindlin@BurbankUSD.org

THANK YOU FOR YOUR BUSINESS!

Movers for Donated Baby Grand est. valu $25,000



C.A. #329990
Motor Carrier Permit #0329990
5511 Avalon Blvd. • L.A., CA 90011
Ph. (323) 232-1480 • (323) 857-5910
Fax: (323) 846-9258
Website: www.bennypianomovers.com • E-Mail: bennyspianomovers@yahoo.com

BILL TO:	B.U.S.D.
FROM:	Nickelodeon
ADD:	1208 W Isabel St
CITY:	Burbank - 91506
TEL:	Issac - 678-634 1394

TO:	Ilya
ADD:	3811 W. Allan Ave
CITY:	Burbank - 91505
TEL:	818 - 231 - 8891

DATE:	6/29/10
DAY:	Monday
HOUR:	9-11 Am
DELIVERY:	200
STEPS:	7x
UNCRATE:	
TAKE TRASH:	
TRADE OR P.U.:	
MISC. MOVING:	
STORAGE:	
TOTAL $	230 $

SPECIAL INSTRUCTIONS: Check # 1202

MAKE	MODEL	COLOR	BENCH	SERIAL
	B. Grand	E.S	✓	

Please inspect your goods promptly.
Claims for loss or damaged goods must be filed with the carrier in writting.
The above instrument was received in good condition except as noted below.

Customer's Signature | Mover's Signature | Store's Signature

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	March 19, 2020
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve the agreement for professional services to provide Recreational Therapy for the Special Education Student 960023540, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District does not have current staff to support the Student's needs, therefore, contracting with an outside agency is required.

Fiscal Impact:

Not to exceed $7,200.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Stages4U, to provide Recreational Therapy for Special Education Student 960023540, not to exceed $7,200 (01.0-65000.0-57700-11900-5850-7440000), effective March 20, 2020 through March 31, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 20th day of March 2020 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and STAGES4U hereinafter referred to as "Consultant."

STAGES4U [redacted] [redacted]
Payee's Name (Person or Company) Email Daytime Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval Date: 03/19/2020 Account Code: 01.0-65000.0-57700-11900-5850-7440000

The assignment **will** ☐ **will not** ☒ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $$225 per hour ☒ / per day ☐ / per session ☒ for a total not to exceed $2,700.
2. The term of the Agreement shall be the period commencing on 03/20/2020 and terminating on 03/31/2021.
3. Consultant will provide the following services:

   Provide Special Education Student 960023540 with 12 sessions (1 session per week) of recreational therapy.

4. The Consultant shall provide an invoice to the Special Education department of the time spent in providing the services and preparing the products required by this Agreement. Consultant will submit invoices on a monthly basis and will be paid after the invoice has been processed.
5. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
6. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
7. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
8. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
9. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

Tamara Schiern, Director of Special Education Date

Desiree Bloom 3/13/2020
Consultant Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed forms to the Assistant Superintendent, Business Services for processing.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	March 19, 2020
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve the agreement for professional services to conduct an Independent Neuro-Psychological Evaluation (IEE) for the Special Education Student 960018286, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed $7,200.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Rita Eichenstein, Ph.D., to provide an Independent Neuro-Psychological Evaluation (IEE) and attend an IEP meeting for Special Education Student 960018286, not to exceed $7,200 (01.0-65000.0-57700-11900-5850-7440000), effective April 20, 2020 through October 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 20th day of March 2020 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Rita Eichenstein, Ph.D. hereinafter referred to as "Consultant."

Rita Eichenstein, Ph.D.	drrita@drritaeichenstein.com	310-202-6301
Payee's Name (Person or Company)	Email	Daytime Phone Number

Mailing Address: Cedars-Sinai 8635 W. Third St. #685 Los Angeles, CA 90048
City State Zip

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval Date: 03/19/2020 Account Code: 01.0-65000.0-57700-11900-5850-7440000

The assignment **will** ☐ **will not** ☒ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $_____ per hour ☐ / per day ☐ / per session ☒ for a total not to exceed $ 7,200.
2. The term of the Agreement shall be the period commencing on 04/20/2020 and terminating on 10/30/2020.
3. Consultant will provide the following services:

   An Independent Neuro-Psychological Evaluation and attend one (1) IEP meeting not to exceed 3 hours, for Special Education Student 960018286.

   ****Consultant will provide protocols to the District if needed for due process****
4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated.
5. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
6. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
7. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
8. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
9. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

Tamara Schiern, Director of Special Education Date Consultant Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed forms to the Assistant Superintendent, Business Services for processing.

Revised 08/10

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	March 19, 2020
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify the agreement for professional services to conduct an Independent Psycho-Educational Evaluation (IEE) for the Special Education Student 960031425, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed $6,000.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Nancy A. Blum, Ph.D., to provide an Independent Psychological-Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960031425, not to exceed $6,000 (01.0-65000.0-57700-11900-5850-7440000), effective February 24, 2020 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

RATIFIED AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 20th day of March 2020 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Nancy A. Blum, Ph.D. hereinafter referred to as "Consultant."

and Nancy A. Blum, Ph.D. [redacted] [redacted]
Payee's Name (Person or Company) Email Daytime Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval Date: 03/19/2020 Account Code: 01.0-65000.0-57700-11900-5850-7440000

The assignment **will** ☐ **will not** ☒ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $_____ per hour ☐ / per day ☐ / per session ☒ for a total not to exceed $ 6,000.
2. The term of the Agreement shall be the period commencing on 02/24/2020 and terminating on 06/30/2020.
3. Consultant will provide the following services:

   Consultant will provide a Psychoeducational Evaluation and attend IEP meeting for Special Education Student 960031425.
   ****Consultant will provide protocols to the District if needed for due process****
4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated.
5. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
6. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
7. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
8. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
9. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

Tamara Schiern, Director of Special Education Date

Nancy A Blum 2/24/2020
Consultant Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed forms to the Assistant Superintendent, Business Services for processing.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director of Special Education
PREPARED BY:	Tamara Schiern, Director of Special Education
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	March 19, 2020
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify the agreement for professional services to provide vision therapy for the Special Education Student 960020990, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents whose IEP's require such services. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services.

Fiscal Impact:

Not to exceed $7,000.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Burbank Optometric Center, to provide vision therapy for Special Education Student 960020990, not to exceed $7,000 (01.0-65000.0-57700-11900-5850-7440000), effective February 20, 2020 through November 25, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

RATIFIED AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 20th day of March 2020 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Burbank Optometric Center. hereinafter referred to as "Consultant."

Payee's Name: Burbank Optometric Center Daytime Phone Number 818-845-3549 Email Address: bocappointment@gmail.com

Mailing Address: 1032 North Hollywood Way Burbank, CA 91505

Sponsoring Administrator: Matt Hill (Print Name) Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 03/19/2020

Account Code: 01.0-65000.0-57700-11900-5850-7440000

The assignment ☐ **will or** ☐ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance. Retired Employee: Please check if you belong to __calPERS __cal STRS Retirement Date _____**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $175 per hour▪/ per day ☐/ per session ▪ for a total not to exceed $7,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 02/20/2020 and terminating on 11/25/20.
3. Payment Terms: Net 45 Days
4. Consultant will provide the following services:

   Consultant to provide 40 sessions of vision therapy for Special Education Student 960020990.

6. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

Tamara Schiern, Director of Special Education — Date

Nishida Eugenio — 03/05/2020

Consultant — Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Order will be created. This Purchase Order will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Order. Once services are rendered, send paperwork to accounts receivable so they can process payment.

Revised 09/18

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director of Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	March 19, 2020
SUBJECT:	Ratification of Reimbursement for Parent Transportation (Special Education)

Background:
Student 960009861 currently attends a Non Public School (NPS) outside the local area. Per Student's Individualized Educational Plan (IEP), Student's parent(s) is/are eligible to receive related services of travel reimbursement to cover two round trips to visit the student between February 24, 2020 and February 24, 2021.

Discussion/Issues:
The District is obligated to reimburse Student's Parent(s) for travel related costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parent(s).

Fiscal Impact:
The estimated cost for the reimbursement for travel to Student's Parent(s) is $2,400.

Recommendation:
Tamara Schiern, Director of Special Education and Psychological Services, recommends that the Board of Education ratify the travel reimbursement to the parent(s) of Special Education Student 960009861, to cover two round trip visits, not to exceed $2,400 (01.0-65000.0-50010-36000-5813-7440000), effective February 24, 2020 and February 24, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Technology Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Roberto Jurado, Director of Information Technology and Education Support
SUBMITTED BY:	Lourdes Moya, Administrative Secretary
DATE:	March 19, 2020
SUBJECT:	Approval of Award of Contract to Selected Vendor for RFP 1920-024, E-Rate Technology Network Electronics (Bond Funds)

Background:
On May 15, 2014, the Board of Education Approved an Award of Contract with Nexus IS for Network Electronics (Bond Funds).

On December 3, 2020, the Federal Communications Commission (FCC) released Report and Order 19-117 which made major changes to the E-Rate Program. This extended the current five-year E-Rate budget cycle to a 6th year, and added 20% additional funding. As a result, the District has $1,225,541.09 of remaining E-Rate funding for the last year of this six-year funding period. These funds will expire at the end of Funding Year 2020, as a new budget cycle will begin in 2021. Burbank Unified qualifies for a 60% E-Rate discount on all eligible network electronics.

District Wide Goals for 2019-2020:
8.2 Identify funding resources to implement an ongoing District-wide computer and infrastructure refresh plan

Discussion/Issues:
The current district wireless controllers and core switches were purchased at the beginning of the bond and are now nearing 6 years old. Due to the age of the equipment, they will no longer support the latest software upgrades, so new security enhancements will not be available. The upcoming licensing and support renewal cost is $23,816.56 per year which must be paid out of the General Fund. By upgrading the district wireless controllers and core switches, 5 years of pre-paid licensing and support can be bundled with the cost of the hardware, and purchased using remaining Bond Funds. This would defray the annual licensing and support costs and the new network electronics will support the latest software updates for enhanced security.

Wireless controllers and core switches are E-Rate eligible, but a formal E-Rate Request for Proposal (RFP) process is required in order to apply for funding. The Technology Services Department developed RFP 1920-024, E-Rate Technology Network Electronics, and released it to the public on February 14, 2020. The development of an RFP does not commit the District to award a contract or pay any costs incurred in the preparation of the bid. The District reserved the right to accept all or part of the proposal or to cancel the proposal in part or in its entirety.

The deadline for the proposal submission is 11:00 AM on Friday, March 13th, 2020. Amended copies of this Board Agenda Item, with the RFP results and selected vendor, will be provided at the March 19th Board Meeting. This will allow the District to file an E-Rate Form 471 before the March 25th deadline and qualify for E-Rate funding for the 2020 funding year.

Fiscal Impact:

It is the intent of the Burbank Unified School District to receive the most complete and cost-effective solution possible, with the contract awarded to the vendor with the highest total of points on the decision matrix.

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract to Selected Vendor for RFP 1920-024, Technology Network Electronics, (21.3-00000.0-93000-85000-6249-7730000) (Bond Funds), effective March 20, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Technology Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Roberto Jurado, Director of Information Technology and Education Support
SUBMITTED BY:	Lourdes Moya, Administrative Secretary
DATE:	March 19, 2020
SUBJECT:	Approval of Award of Contract to Selected Vendor for RFP 1920-023, E-Rate Technology Network Firewall (Bond Funds)

Background:
On November 19, 2015, the Board of Education Approved the Purchase of the District's Network Firewall (Bond Funds).

On December 3, 2020, the Federal Communications Commission (FCC) released Report and Order 19-117 which made major changes to the E-Rate Program. This extended the current five-year E-Rate budget cycle to a 6th year, and added 20% additional funding. As a result, the District has $1,225,541.09 of remaining E-Rate funding for the last year of this six-year funding period. These funds will expire at the end of Funding Year 2020, as a new budget cycle will begin in 2021. Burbank Unified qualifies for a 60% E-Rate discount on all eligible network electronics.

District Wide Goals for 2019-2020:
8.2 Identify funding resources to implement an ongoing District-wide computer and infrastructure refresh plan

Discussion/Issues:
The current district firewall was purchased at the beginning of the bond and is now nearing 5 years old. Due to the age of the firewall, it will no longer support the latest software upgrades, so new security enhancements will not be available. The upcoming licensing and support renewal cost is $42,037.56 per year which must be paid out of the General Fund. By upgrading the district firewall, 5 years of pre-paid licensing and support can be bundled with the cost of the hardware, and purchased using remaining Bond Funds. This would defray the annual licensing and support costs and the new firewall will support the latest software updates for enhanced security.

Network firewalls are E-Rate eligible, but a formal E-Rate Request for Proposal (RFP) process is required in order to apply for funding. The Technology Services Department developed RFP 1920-023, E-Rate Technology Network Firewall, and released it to the public on February 14, 2020. The development of an RFP does not commit the District to award a contract or pay any costs incurred in the preparation of the bid. The District reserved the right to accept all or part of the proposal or to cancel the proposal in part or in its entirety.

The deadline for the proposal submission is 10:00 AM on Friday, March 13th, 2020. Amended copies of this Board Agenda Item, with the RFP results and selected vendor, will be provided at the March 19th Board Meeting. This will allow the District to file an E-Rate Form 471 before the March 25th deadline and qualify for E-Rate funding for the 2020 funding year.

Fiscal Impact:

It is the intent of the Burbank Unified School District to receive the most complete and cost-effective solution possible, with the contract awarded to the vendor with the highest total of points on the decision matrix.

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract to Selected Vendor for RFP 1920-023, Technology Network Firewall, (21.3-00000.0-93000-85000-6249-7730000) (Bond Funds), effective March 20, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Sarah Niemann, Assistant Superintendent, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	March 19, 2020
SUBJECT:	Approval of Verification of Requirements for a Provisional Internship Permit with the State of California Commission on Teacher Credentialing

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Background
The Provisional Internship permit (PIP) was created by the state of California Commission on Teacher Credentialing in response to the phasing out of emergency permits and became effective on July 1, 2005. It allows an employing agency to fill an immediate staffing need. The PIP is only available at the request of an employing agency.

Discussion/Issues
Requirements for the PIP include possession of a baccalaureate degree or higher from a regionally-accredited college or university, satisfying the basic skills requirement and successful completion of course work for the type of permit type requested. The PIP permit is issued for one year only while the employee completes the requirements to enroll in an intern program. The employing agency will assist the permit holder in developing a personalized plan through an agency-defined assessment. The Burbank Unified School District is applying for a PIP for Megan Catherine LaRussa Stires.

Fiscal Impact
None

Recommendation
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the Verification of Requirements for a Provisional Internship Permit between the Burbank Unified School District and the State of California Commission on Teacher Credentialing, to fill an immediate staffing need, effective March 30, 2020 through March 30, 2021, and that authority to sign the Verification of Requirements for the Provisional Internship Permit be exercised pursuant to BUSD – AR 3314, as presented.

State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

VERIFICATION OF REQUIREMENTS
For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Megan Catherine LaRussa Stires

SSN _____

Name of Employing Agency Burbank Unified School District

County/District/CDS Code 64337-110

- ☐ Multiple Subject
- ☐ Single Subject - Specify subject(s): _____
- ☒ Education Specialist - Specify specialty area(s): Mild/Moderate and Early Childhood Special Education

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

   Required recruitment methods (provide photocopies of **all** of the following 3 methods):
   - ☒ Distributed job announcements
   - ☒ Contacted college or university placement centers
   - ☒ Advertised on the Internet

   Optional recruitment methods (in addition to the required methods above):
   - ☐ Advertised in professional journals
   - ☐ Attended job fairs in California
   - ☐ Attended recruitment out-of-state
   - ☐ Contacted California teacher recruitment centers
   - ☐ Advertised in local/national newspapers
   - ☐ Other (explain) _____

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

   ☒ **Public School District**
   Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

☐ **County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**
Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

☐ I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature Megan C. LaRussa Stires

Employing Agency Certification
This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Title Sarah Niemann, Ed.D., Assistant Superintendent, Human Resources

Date 03/12/2020