BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

REGULAR MEETING

Thursday, November 17, 2022

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/boemeetings; 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

1.a NOTICE TO THE PUBLIC

The District is providing alternatives to in-person attendance for viewing and participating. Any individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction during one of the three Public Comments sections.

Instructions for Virtual Public Speakers Who Wish to Address the Board:

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/sGueDaWgd8b342QS7 before 3pm on Wednesday, November 16. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on Wednesday, November 16, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details.

3. When it is time for a speaker to address the Board, the speaker's name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Board. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the Board. Please note that the chat function will be disabled.

4. After a speaker completes their public comment, or if the five-minute (5) time limit has been reached, the speaker will be removed from the Zoom Webinar and can continue watching the meeting by streaming it at www.burbankusd.org/boemeetings

5. If you require Spanish, Armenian, or ASL translation of the meeting, please email kimberleyclark@burbankusd.org prior to 3:00 p.m. the day before the meeting to receive a registration link.

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications on Closed Session Agenda Items (In-Person Only)
An individual or group representative may address the Board of Education on any Closed Session agenda item by completing a white 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' Responses

3. 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.

We acknowledge the traditional, ancestral, unceded territory of the Chumash, Tongva, Fernandeño Tataviam, and First Nations on which we are learning, educating, and living.

4. REPORTING ON CLOSED SESSION

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

6. ITEMS FOR FUTURE AGENDAS

7. PRESENTATIONS / RECOGNITIONS

7.a Presentation on FIRST Robotics Competition Team 980 Thunderbots
John Paramo, Assistant Superintendent, Educational Services, will introduce Yogini Vazirani, Business Team Lead, Burbank High School, who will present an introduction to the FIRST Robotics Competition Team 980 Thunderbots, an award-winning youth robotics team for Burbank Unified School District.

8. REPORTS FROM THE BOARD

8.a Student Representatives
Ever Huerta, JBHS; Serineh Ter-Petrossyan, BHS; and Katherine Fagnani, MHS, will report on activities at their respective schools.

9. REQUESTS TO ADDRESS THE BOARD

9.a Public Communications on Agenda Items
An individual or group representative may address the Board of Education on any agenda item by completing a white 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.

9.b Staff Responses

9.c Board Members' Responses

10. REPORTS TO THE BOARD

10.a Diversity, Equity, and Inclusion (DEI) Update
Superintendent Matt Hill will provide an update on the District's DEI work.

DEI Update 111722.pdf

10.b Report on Facing History Professional Development
Sharon Cuseo, Assistant Superintendent, Instructional Services, will report on the Facing History Professional Development.

Facing History 111722.pdf

10.c Report on Facilities and Technology Projects
Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on Facilities and Technology Projects, as listed on the Consent Agenda, as presented.

Facilities and Technology PowerPoint_11172022.pdf

11. NEW AND/OR UNFINISHED BUSINESS

11.a Adoption of Resolution 11 – Recognizing December 10, 2022 as Human Rights Day

John Paramo, Assistant Superintendent, recommends that the Board of Education adopt Resolution 11 recognizing December 10, 2022 as Human Rights Day, as presented.

Resolution 11_Human Rights Day 111722.pdf

11.b Approval of Consultant Services for Project G.L.A.D (Guided Language Acquisition and Design) Program from the Orange County Department of Education (LCFF LCAP Supplemental Grant Funds)

Peter Knapik, Director of Elementary Education, recommends that the Board of Education approve the Consultant Agreement between Burbank Unified School District and the Orange County Superintendent of Schools, Operating as Orange County Department of Education, to provide professional development services and training materials to teachers, administrators and support staff for the 2022-23 School Year, not to exceed $17,150 (01.0-42030.0-47600-10012-5810-7429000, Title III funds), effective November 30, 2022 through February 28, 2023, and the authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Project GLAD Agreement 111722.pdf

11.c Adoption of Amendment to the Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit, Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, General Education Limited Assignment Permit (GELAP) Request for Certificated Staff

Sarah Niemann, Assistant Superintendent, Human Resources recommends that the Board of Education Adopt the Amendment to the Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit and Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, and General Education Limited Assignment Permit (GELAP) Requests for Certificated Staff, as presented.

Declaration of Need.pdf

11.d Ratification of 50% Childcare Fee Reduction for Unduplicated Students Paid by Expanded Learning Opportunities Program for Around the Bell and Boys and Girls Club of Burbank, from October 1, 2022, through June 30, 2023

Peter Knapik, Director, Elementary Education, recommends that the Board of Education ratify the 50% reduction in fees for unduplicated students in the Around the Bell childcare program and the Agreement between the Burbank Unified School District Boys and Girls Club of Burbank to provide childcare services at a 50% rate reduction paid by the Expanded Learning Opportunities Program (ELOP), not to exceed $1,000,000.00 (01.0-74250.0-0-00000-27000-5810-7429000), effective October 1, 2022, through June 30, 2023, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

BGC 50% Contract 2022-23 11.17.22.pdf

11.e 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 11-17-22.pdf

12. 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.

12.a Approval of Personnel Report Number 22-23-09

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 22-23-09, covering Certificated and Classified personnel, and consisting of Pages 1 to 19 inclusive, as presented.

Personnel Report.pdf

12.b 2022-2023 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2022-2023 as listed through October 24, 2022, as presented.

2022-2023 Purchase Order Report.pdf

12.c Approval of Warrants

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of $7,159,749.60 and commercial warrants in the total amount of $1,440,329.24, as presented.

Warrants.pdf

12.d Approval of Instructional Consultant Services

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends 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.

Inst Consultants 111722_Redacted.pdf

12.e Ratification of Agreement for Instructional Consultant Services

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify 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.

Ratif Inst Consultant 111722 Redacted.pdf

12.f Approval of Amended Consultant Agreement for Project Mindfulness

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Project Mindfulness to provide instructional consultant services, effective November 15, 2022, in the amount of $600 (01.0-42030.0-47600-24950-5810-2019000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Amended Agrmt Project Mindfullness 111722.pdf

12.g Ratification of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and ZSN Systems & Solutions LLC to provide a credentialed teacher, not to exceed $69,615, (01.0-65000.0-57601-11804-5810-744000), effective November 14, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services ZSN Systems_Credentialed Teacher_Ratified.pdf

12.h Approval of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Capstone Psychological Services, to provide an Independent Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960028007, not to exceed $5,500 (01.0-65000.0-57602-11900-5850-7440000), effective November 18, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960028007 Capstone Psychological Services.pdf

12.i Ratification of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Lori Pogarian, Speech and Language Pathologist, to provide speech and language therapy, conduct assessments, written reports and attend student IEP meetings, not to exceed $90,000 (01.0-65000.0-57602-11900-5850-7440000), effective November 1, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Lori Pogarian_Ratified.pdf

12.j Ratification of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960004380, no fiscal impact to District, through a ADR grant not to exceed $1,822.50 (01.0-65360.0-57602-11900-5850-7440000), effective October 31, 2022 through December 23, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960004380 Professional Tutors_Ratified.pdf

12.k Ratification of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Speech Bananas Inc., to provide an Independent Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960039152, not to exceed $1,000 (01.0-65000.0-57602-11900-5850-7440000), effective October 19, 2022 through May 25, 2023,

and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960039152 Speech Bananas_Ratified.pdf

12.l Ratification of Reimbursement to Parent for Transportation (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education, ratify reimbursement to the parent of Special Education Student 960012169 visit student who attends a Non Public School (NPS), per IEP, not to exceed $4,000, effective October 1, 2022 through June 30, 2023, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960012169_Parent Reimbursement_Ratified.docx.pdf

12.m Approval to Close Imprest Fund
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the closure of the Imprest Funds due to separation from the District, retirement or change in assignment, as presented.

Imprest Acct Closure - Luther.pdf

12.n Approval to Establish Imprest Fund
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the establishment of the Imprest Fund due to new hire, retirement or change in assignment, as presented.

Imprest Accounts Establishment - Luther.pdf

12.o Approval of Amendment #2 Authorization of Signatures
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the amended authorization of signatures, for the period of November 4, 2022 through June 30, 2023, as presented.

Amendement #2 Authorization of Signatures 2022-23.pdf

12.p Acceptance of Notice of Completion, Johnson Controls, Remove Fire Alarm Devices from Leased Portables, Two-Story Modular Project, Walt Disney Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Remove Fire Alarm Devices from Leased Portables that were utilized during the Two-Story Modular Building Project at Walt Disney Elementary School, Req #0002212, not to exceed $1,309.68 (213-00000.0-91008-85000-5850-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Johnson Controls_Disney_Bond.pdf

12.q Approval of Deductive Change No.1, Santa Clarita Concrete, Site & Structural Concrete, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve deductive change order No.1 between Burbank Unified School District and Santa Clarita Concrete for the Site & Structural Concrete for the Two-Story

Modular Building Project at Walt Disney Elementary School, not to exceed $582,530.99 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The decreased amount of $3,872 bringing the total not to exceed amount to $582,530.99, is a credit for the elimination of the curb at the northside of the field and mowstrips around 11 trees. This deductive change order corresponds with change order No.9 per vendor.

DCO1_Santa Clarita Concrete_Disney_Bond.pdf

12.r Approval of Additive Change No.3, Marina Landscape Inc., Landscaping & Irrigation, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.3 to the agreement between Burbank Unified School District and Marina Landscape Inc. for Landscaping & Irrigation for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $143,744.84 (21.3-00000-0-91008-85000-6170-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $2,622.20 brings the not to exceed amount to $143,744.84 for the installation of Rainmaster Eagle Green Tech Assembly Irrigation Controller in lieu of Rainbird ESP-LXME Irrigation Controller.

CO3_Marina Landscape_Disney_Bond.pdf

12.s Approval of Award of Contract, Serban Sound & Communication, Furnish Ten (10) Clocks for the Bogen System, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Serban Sound & Communication to Furnish Ten (10) Clocks for the Bogen System for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $1,857.55 (21.3-00000.0-91008-85000-4310-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AOC_Serban_Disney_Bond.pdf

13. REQUESTS TO ADDRESS THE BOARD

13.a Public Communications on a Subject Within the Jurisdiction of the School Board
An individual or group representative may address the Board of Education on any 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.

13.b Superintendent's Comments and Responses
Matt Hill, Superintendent, will respond to public comment and will comment on items of interest

to the Board of Education and community.

13.c Board Members' Comments and Responses
Board Members will respond to public comment and will comment on items of interest to the community.

14. ADJOURNMENT

BURBANK UNIFIED SCHOOL DISTRICT

Diversity, Equity, and Inclusion (DEI) Update

November 17, 2022

Instruction Update

- Completed professional development with Facing History and Ourselves. Evaluation report will be presented to the Board of Education on 11/17/22.
- Continuing to work with teachers to review options for diversifying instructional materials.

Root Wellness Update

- All schools are working on completing the virtual professional development that is focused on trauma-informed care and cultural humility
- Employees complete a survey after the professional development that will be used to guide the in-person training

Rooted Leadership Update

- Has begun professional development with principals and DEI leads.
- All schools have selected their DEI leads.
- DEI leads are working with their school sites to develop goals for the year.

Addressing Hate Speech

Procedure has been updated to reflect a combination of progressive discipline, education, and restorative practices.

Middle School Progressive Discipline for Hate Speech:

- First Offense: Education with EverFi Module (Course 1), meeting with parent, and 2-hour detention
- Second Offense: Education with EverFi Module (Course 2), meeting with parent, and suspension
- Third Offense: Meeting with the Assistant Superintendent of Educational Services and suspension
- Fourth Offense: Change of Placement

Questions?

Teaching for Equity and Justice in Burbank Unified School District

Key Takeaways & Implications



Prepared by Facing History and Ourselves

November 17, 2022

Overview of TEJ Workshop and Evaluation

Pre-Workshop Survey

474 respondents

TEACHING FOR EQUITY AND JUSTICE (TEJ) WORKSHOP SERIES				
AUG 2021	**OCT/NOV**	**NOV/DEC**	**MAR/APR**	**AUGUST 2022**
Session 1	Session 2	Session 3	Session 4	Session 5
Attended by ~ 500 BUSD educators across time				

Post-Workshop Survey

296 respondents

EVALUATION SAMPLE:

186 respondents who completed *both* a pre-survey and a post-survey

Guiding Question:

"What did we learn from the evaluation data that can support the district in reflecting upon the value of the equity learning series offered in 2021-2022 and in planning next steps for equity work?"

Key Takeaways + Implications

Key Takeaways + Implications



1 WORKSHOP EXPERIENCE

Participants had high-quality workshop experiences and would recommend Facing History's TEJ workshop series to others.

Implication for year ahead:

Continue partnering with organizations that offer high-quality learning opportunities to your educators.

2 WORKSHOP OUTCOMES

Participants grew in their awareness, understanding, and purpose. They also felt more equipped with tools and practices, but want more guidance on actionable steps.

Implication for year ahead:

Prioritize learning opportunities that equip educators with actionable next steps and practical "how-tos" for translating mindsets into practice.

3 WORKSHOP IMPROVEMENT

Participants appreciated several elements of the learning series, but also had suggestions for improvement moving forward.

Implication for year ahead:

Include more elementary-relevant examples, decrease time spent in lecture, and consider changes to the workshop schedule and delivery modality to maximize engagement.

Thank you for your time and attention!

FACING HISTORY & OURSELVES

Click here to view our BUSD TEJ Evaluation Report
For more information, please contact evaluation@facinghistory.org

FACING HISTORY & OURSELVES

Key Findings from the Evaluation of Facing History and Ourselves' Teaching for Equity and Justice (TEJ) Workshop Series for All-Faculty in Burbank Unified School District (BUSD)

Prepared by Facing History's Evaluation Team | September 2022

Executive Summary

From August 2021 to August 2022, Facing History and Ourselves contracted with Burbank Unified School District to offer its K-12 educators a year-long professional learning workshop series on ***Teaching for Equity and Justice***. For summative learning purposes, Facing History's evaluation team collected pre-workshop surveys at the beginning of the series in August 2021 and post-workshop surveys at the end of the series in August 2022. This report summarizes key findings derived from analyzing the responses of the 186 Burbank educators who participated in the series and responded to *both* a pre- and post-workshop survey (i.e., approximately 37% of BUSD's participant pool).

The table below summarizes the five key findings that will be expanded upon in the remainder of this report and provides a high-level description of the data source that gives evidence for each finding. Key findings are also organized into three broader categories of experience, outcomes, and suggestions for improvement to provide a schema for understanding how the findings fit together.

Category	Key Finding	Data Source
Workshop Experience	**Key Finding #1:** Endorsed High-Quality Workshop Experiences	• **Post-workshop** survey items • **Open-ended** responses
Workshop Outcomes	**Key Finding #2:** Grew in Understanding & Awareness	• **Pre → Post** change over time survey items • **Open-ended** responses
	Key Finding #3: Grew in Attitudes & Dispositions	• **Pre → Post** change over time survey items • **Open-ended** responses
	Key Finding #4: Grew in Confidence, Tools & Practices	• **Post-workshop** survey items • **Open-ended** responses
Suggestions for Improvement	**Key Finding #5:** Suggestions for Improving the Workshop Series	• **Open-ended** responses

Key Finding 1: Burbank participants had **high-quality workshop experiences** and endorsed this series as one that they **would recommend** to other educators.



87% would recommend this series to other educators.	**Between 84 - 90%** of educators agreed or strongly agreed with five survey items about high-quality workshop experiences.

Key Finding 2: Burbank participants grew in their **understanding and awareness** of equity issues, concepts, and frameworks – a central goal of this learning series.



Educators **significantly grew** from pre-workshop to post-workshop on all four survey items about **understanding and awareness** of equity issues, concepts and frameworks.

Key Finding 3: Burbank participants also grew in their **comfort level with talking about race** and in their **sense of purpose** for teaching for equity and justice.



Educators **significantly grew** from pre- to post-workshop on their **comfort level** talking about race and how clear they were in **their 'why'** (or purpose) for teaching for equity and justice.

Key Finding 4: Burbank participants **feel more confident** in their ability to shift equity outcomes at their school and **feel more equipped with tools and practices** for creating equitable learning environments.



Between 75 - 81% of educators agreed or strongly agreed with three survey items about gaining more **confidence**, **tools, and practices** for creating more equitable learning environments.

Key Finding 5: Burbank participants expressed **appreciation for several elements** of how this learning series was structured. They also offered **suggestions for improving** engagement, content, and structure moving forward.



Suggestions for improvement included a greater focus on specific action steps, decreasing lecture time, having facilitation done in-person, modifying the workshop schedule, and including more elementary-specific examples.

Taken altogether, our evaluation of Facing History's *Teaching for Equity and Justice* (TEJ) workshop series in Burbank Unified School District largely indicated that BUSD educators valued this professional learning opportunity, grew in the outcome domains prioritized by the district, and are eager to continue their equity learning journey in the next year. We end this report with data-driven recommendations on what equity work could look like within the district in the following year.

Key Findings from the Evaluation of Facing History and Ourselves' Teaching for Equity and Justice (TEJ) Workshop Series for All-Faculty in Burbank Unified School District (BUSD)

Prepared by Facing History's Evaluation Team | September 2022

Introduction:

In Summer 2021, Facing History and Ourselves (FHAO) contracted with Burbank Unified School District (BUSD) to offer its K-12 educators a professional learning workshop series on ***Teaching for Equity and Justice (TEJ)***. This contract was initiated with the goal of replicating and expanding upon the well-received two-day TEJ Principals Institute provided to all BUSD leadership in Spring 2021.

In an effort to extend this learning opportunity to all BUSD faculty, TEJ was offered as a district-wide, five-part workshop series in the 2021-2022 academic year, beginning in August 2021 and concluding in August 2022. Facing History program staff delivered each session virtually over Zoom three times to three separate cohorts of educators who gathered in-person and on-site as a group. Cohorts included: elementary school educators from eleven schools, middle school educators from three schools, and high school educators from two schools. Each cohort had BUSD site moderators who were in the room to support the delivery of the content. Attendance was mandatory for all BUSD faculty; approximately 500 BUSD educators participated in this workshop series across the year.

Teaching for Equity and Justice (TEJ) Session:	Date:
Session 1: Creating a Reflective, Brave Space for an Adult Learning Journey	August 2021
Session 2: Developing Critical Consciousness	Oct/Nov 2021
Session 3: The History of Race, Racism, and Educational Inequity	Nov/Dec 2021
Session 4: Disrupting Deficit Narratives and Shifting Mindsets	Mar/Apr 2022
Session 5: Teacher Efficacy and Student Engagement	August 2022[1]

The district's goals for this learning series were two-fold. The first was to offer a foundational learning experience so that all BUSD educators had a shared understanding of the history of inequity in education and the conceptual frameworks to advance equity in an educational setting.

[1] Due to the COVID-19 surge in January and February 2022, the district decided to pause all PDs scheduled for these months. This resulted in a cancellation of a TEJ session scheduled for February, a shifting of that content to the March/April session, and the rescheduling of the fifth and final session from April to August 2022. Holding Session 5 in August 2022 likely meant that there were new educators in the room and an attrition of teachers who may have left over the summer.

The second goal was to offer educators a brave and reflective adult learning space for *cultivating an equity mindset* and growing in critical consciousness. Both BUSD district leadership and Facing History program facilitators emphasized to BUSD participants that the purpose of the learning series was self-reflection, examination of research scholarship, and developing an equity lens as critical first steps to guide their ongoing equity work which could eventually include potential changes to their practices and policies.

Evaluation Design:

As part of the district contract, Facing History's evaluation team was asked to collect and report upon participant data that could serve both formative and summative learning purposes:

For **formative learning purposes**, the program and evaluation team collected "**entry and exit reflection cards**" -- specifically, online GoogleForms that participants completed at the beginning of a session (entry card) or end of a session (exit card) in order to learn more about how participants were entering and exiting these professional learning spaces. Review of these reflection cards by Facing History's program team allowed program facilitators to address participant's misconceptions, lingering questions, and concerns in subsequent sessions. Formal analysis of these reflection cards by Facing History's evaluation team enabled us to take a regular "pulse check" on participants throughout the learning series to learn more about how participants were shifting in equity-related awareness, attitudes/mindsets, and practices *between TEJ sessions* throughout the academic year. Those findings were summarized in an Interim Evaluation Memo and delivered to BUSD District Leadership in June 2022. Results from that interim memo were promising, with the key takeaway being that BUSD educators were reporting many areas of growth as a result of this learning experience, including in their awareness, attitude/mindsets, and practices related to equity issues.

For **summative learning purposes**, Facing History's evaluation team implemented a pre-post evaluation design, whereby all participants were asked to complete a **pre-workshop survey** (in August 2021, prior to the first workshop session) and a **post-workshop survey** (in August 2022, immediately following their participation in the last workshop session). Participants were told that survey completion was optional, anonymous, and confidential. Pre-post analyses of both quantitative and qualitative data from these surveys enabled the evaluation team to examine broader, summative evaluation questions related to participants' *workshop experiences* (e.g., perceptions of workshop value and quality) and *workshop outcomes* (e.g., extent of growth over time in key outcome domains). Results from these analyses are the focus of this final report.

Focus of this Report:

To facilitate the district's learning and reflection about the impact of the *Teaching for Equity and Justice* (TEJ) workshop series on BUSD educators, Facing History's evaluation team developed this final report to summarize key findings gleaned from analyzing both quantitative data and qualitative data from the the pre- and post-workshop surveys. We offer these key findings in an effort to support the district in reflecting upon the value and impact of the learning series offered this past year (2021-2022) and in planning next steps for equity work in the upcoming year (2022-2023).

Surveys Collected:

We collected a total of 474 pre-workshop surveys in August 2021 and 296 post-workshop surveys in August 2022 as part of the evaluation design[2]. All key findings summarized in this report draw upon the **186 respondents** who completed *both* a pre- *and* post- workshop survey (i.e., 37% of BUSD's participant pool, if we approximate an average attendance of 500 educators in this series).[3]

Bulleted below is a **demographic summary** of the 186 respondents in our pre-post evaluation sample to further contextualize the findings in this report:

- **Professional Role: 99%** identified as a teacher | **1%** in other professional role
- **Grade Level: 60%** identified as an elementary school educator | **19%** as middle school | **19%** as high school
- **Years in Education: 56%** have taught for 16+ years |**16%** for 11-15 years | **14%** for 6-10 years | **14%** for 5 or less years
- **Racial Identity: 62%** identified as White or Caucasian | **9%** as Latinx or Hispanic | **8%** prefered to self-describe | **6%** as Multiracial | **5%** as Asian | **4%** prefered not to say | **2%** as Black or African American | **1%** as Native Hawaiian or other Pacific Islander
- **Previous Exposure to Racial Equity PD: 42%** were "First-Timers" to Racial Equity work (i.e., no previous exposure to racial equity PD)
- **Previous Exposure to Facing History PD: 91%** were "First-Timers" to Facing History professional learning (i.e., no previous exposure to FHAO PD)
- **Attendance: 95%** *fully* attended this series (i.e., participated in all 5 of 5 sessions offered)

[2] The smaller sample size for post-workshop surveys (as compared to pre-workshop surveys) may be attributable to the fact that post-surveys were collected in August 2022 after some educators might have left the district over the summer.

[3] Although this report focuses on our smaller sample of 186 pre-post survey respondents, it is important to note that the evaluation team *did* analyze the data obtained from the larger sample of 296 post-workshop survey respondents, compared these results to the smaller sample of 186 pre-post survey respondents, and found *no significant differences* between the two samples in demographics or outcomes. Thus, for consistency's sake in the report, we focus on the latter sample throughout.

Key Findings:

KEY FINDING 1:

Burbank participants had high-quality workshop experiences and endorsed this series as one that they would recommend to other educators.

On the post-workshop survey, participants were asked to rate the extent to which they agreed with five statements about the **quality of their workshop experience** on a 5-point scale (*1 = strongly disagree, 3 = neutral, 5 = strongly agree*). They were also asked if they would **recommend the workshop series** to other educators (*yes* or *no*).

Our survey results indicated:

90% agreed or strongly agreed **"The workshop facilitators worked well together."**	**89%** agreed or strongly agreed **"The workshop objectives were clear."**	**87%** agreed or strongly agreed **"The workshop topics were well-connected."**
84% agreed or strongly agreed **"The workshop discussions were well-facilitated."**	**84%** agreed or strongly agreed **"The workshop provided a wide range of opportunities for my participation."**	**87%** endorsed the series as one they **would recommend to other educators**

Participants were also asked to elaborate upon the value of their workshop experiences in open-response comment boxes. Many expressed particular gratitude for how the learning arc was structured (n = 20), the opportunities to be in meaningful dialogue with one another (n = 32), and the district's proactive approach to prioritizing and encouraging equity learning across sites (n = 13). Taken together, these results suggest that this learning series was well-received by most Burbank participants and that they valued this learning opportunity enough to recommend it to others.

"Thank you so much for leading us in this essential learning, important growth, and meaningful work. **Yours was one of the very best professional development workshops I've attended** in my 23 years of teaching high school English, and I am deeply grateful."



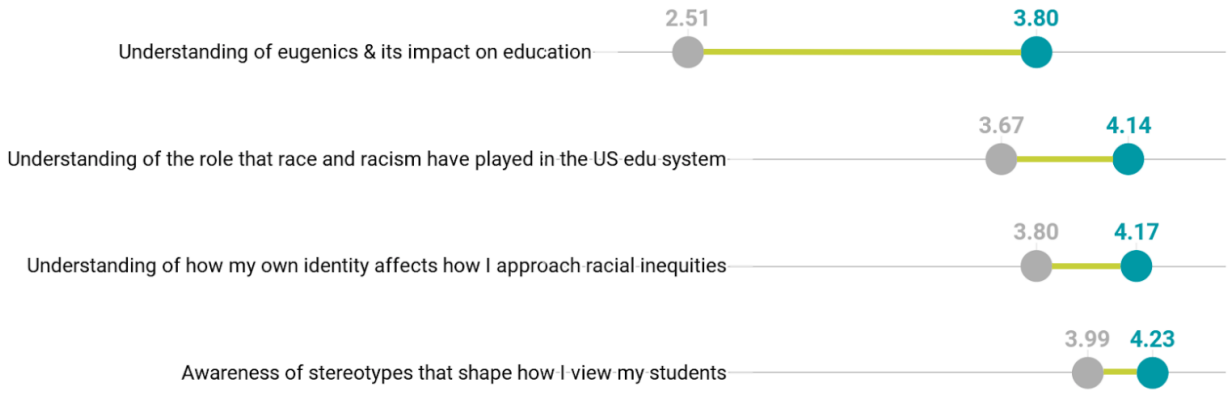
KEY FINDING 2:

Burbank participants grew in their understanding and awareness of equity issues, concepts, and frameworks – a central goal of this year's learning series.

To assess participants' growth over time in workshop outcomes, participants were presented with a variety of survey items on the pre-workshop survey (prior to participating in the workshop series in August 2021) and again on the post-workshop survey (after completing the workshop series in August 2022). Participants were asked to rate the extent to which these statements applied to them on a 5-point scale (*1 = not at all true about me, 5 = completely true about me*) at both time points and we performed statistical analyses to assess for significant change over time.

Our survey results indicated that:

★ Participants' **understanding** and **awareness** of equity issues, concepts, and frameworks **increased significantly** from pre-workshop to **post-workshop**. Specifically, we found positive change on all four survey items related to this domain, with the largest increase occurring for participant's understanding of the eugenics movement and its impact on the education system[4]:





"The impact of this series is that it has given me an **overall awareness** of the **need for equity**, an understanding of **how things became inequitable**, and **how to address this within the classroom**."

[4] Statistical test results: **Understanding of eugenics**: $t(172) = 13.85$, $p < .001$, Cohen's d = 1.05; **Role of race**: $t(172) = 6.57$, $p < .001$, Cohen's d = 0.50; **Understanding of identity**: $t(173) = 4.96$, $p < .001$, Cohen's d = 0.38; **Awareness of stereotypes**: $t(173) = 3.99$, $p < .001$, Cohen's d = 0.29.

Significant gains on these four survey items are particularly important to note for two reasons:

First, **these results speak directly to participants' own hopes for equity learning** as expressed on the pre-workshop survey from August 2021. Specifically, prior to engaging in TEJ, participants were asked in an open-response question: "*What do you hope to gain or learn from participating in this workshop series?*" Our thematic coding of these responses revealed that over a third of respondents (n = 66) hoped that TEJ would raise their awareness, increase their understanding, and teach them new information. Thus, it is especially encouraging that participants grew significantly from pre- to post-workshop on their understanding and awareness since this was a core area that they hoped to grow in from the learning series. The graphic below illustrates this point by showing one participant's pre-workshop "hope to gain" response linked to their post-workshop "impact" response.



Second, **these results speak directly to the district's own explicitly stated goal for partnering with Facing History** in the last year to offer this learning series to its network of educators: to create a shared understanding amongst BUSD faculty of the history of race, racism, and inequity in education and to create a reflective space for them to bravely engage in self-introspection and examination of their own identity, biases, and practices. Meeting this goal was considered a first and necessary step in shifting adult mindsets around issues of equity and encouraging a sustained interest in equity work throughout the district.

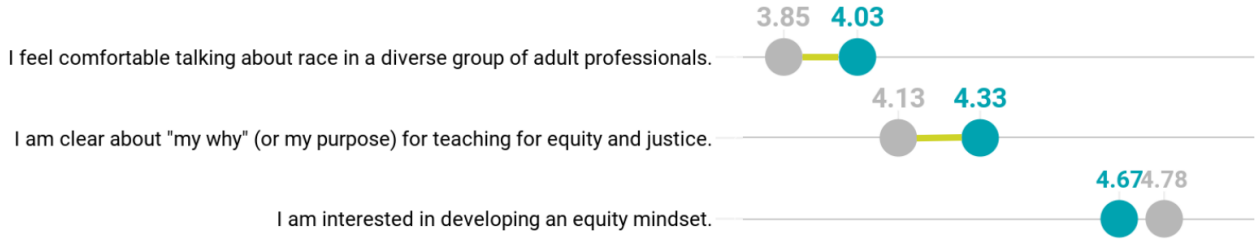
Taken together, our results suggest that this workshop series was indeed effective at promoting these foundational learning outcomes amongst Burbank participants. These shifts are particularly impressive when you account for the fact that over half of the respondents were veteran teachers who have been teaching for over 16 years (56%) and over half of the respondents (58%) had previously engaged in equity-related professional development opportunities, prior to attending this workshop series. This suggests that the *Teaching for Equity and Justice* workshop series impacted even the most seasoned teachers in the district *and* that this learning series held additional value in promoting awareness and understanding, above and beyond what Burbank participants had learned and experienced in racial equity-focused trainings offered elsewhere.

KEY FINDING 3:

Burbank participants also grew in their comfort level with talking about race and in their sense of purpose for teaching for equity and justice.

Utilizing the same pre-post method discussed in the last finding, our survey results also indicated:

★ Participants' **comfort level** with talking about race and **sense of purpose** for teaching for equity and justice also **significantly increased** from **pre-workshop** to **post-workshop**[5] while participants' **interest in developing an equity mindset** remained high from pre- to post-workshop as shown in the graph below:



Gains on the first survey item related to **increased comfort level with talking about race** might be attributable to the fact that BUSD participants were given ample opportunities to examine issues of race and talk about these issues with colleagues from their own school. In fact, when asked what they valued most about participating in this TEJ series, over thirty participants (a fifth of the sample) described the value of being in small group discussions with their peers about these issues:



[5] Statistical test results: **Comfortable with talking about race**: $t(173) = 3.85$, $p = .015$, Cohen's d = 0.17; **Clear about 'my why'**: $t(172) = 4.13$, $p = .002$, Cohen's d = 0.22

Several participants also mentioned that these opportunities for meaningful dialogue prompted unexpected bonding moments that deepened their connections with others at their school:



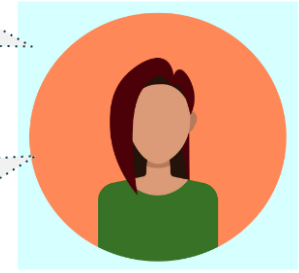
"I think just talking to my colleagues was really valuable. I have **known them for years** and **learned so much that I never knew**."

"When we discussed our educational backgrounds in groups, it was **very powerful**. Many teachers shared their experiences and tears were shed. Many had **no idea of the hardships** that others endured."

Participants also increased significantly from pre-workshop to post-workshop on the second survey item related to their **sense of purpose for teaching for equity and justice** (i.e., "I am clear about 'my why', or my purpose, for teaching for equity and justice"). In the open-ended responses, about half of Burbank respondents described how this series allowed them to engage in self-reflection and examination (n = 51) and several participants noted how doing so helped to reinforce their own goals around equity (n = 11):

"This series helped me **keep issues of equity and inclusion at the front of my brain** while engaging in a year of teaching."

"This workshop helped me to **focus more on the long term overhaul of the infrastructure** than band aid strategies."



Taken together, significant gains on these two survey items are important to note as they suggest that participating in this TEJ series also shifted *attitudinal* outcomes amongst BUSD participants in addition to the understanding and awareness outcomes described in the last finding. Such attitudinal outcomes are especially meaningful to note when considering the political climate that educators are embedded in at the current moment. National and local debates about the value of diversity, equity, and inclusion initiatives in schools continue, prompting some educators to avoid conversations about race and/or abandon equity initiatives altogether for fear of backlash from their community. Thus, increasing educator's comfort level in talking openly and knowledgeably about race and bolstering their sense of purpose for teaching for equity and justice are important goals to pursue and key to sustaining meaningful equity work within the Burbank community.

KEY FINDING 4:

Burbank participants feel more confident in their ability to shift equity outcomes at their school *and* feel more equipped with tools and practices for creating equitable learning environments.

On the post-workshop survey, participants were asked to respond to three statements about how this workshop affected their confidence, tools, and practices related to equity work. Each statement began with the stem, "Due to my participation in the TEJ workshop series…" in order to understand the extent to which participants attributed certain outcomes to their participation in the learning series (i.e., **post-attributional workshop effects)**. Participants were asked to rate the extent to which they agreed with the statements on a 6-point scale (*1 = strongly disagree, 6 = strongly agree*).

Our survey results indicated:

81%	**75%**	**75%**
agreed or strongly agreed **… their confidence in moving the needle on equity has increased.**	agreed or strongly agreed **… they have more tools to help them create more equitable learning environments in their school.**	agreed or strongly agreed **… they can think of several new ways to enact equity-focused teaching practices in their classroom or school.**

"I **use 'brave space' in my room consistently now**. I have found that my students also use that idea in my classroom throughout the year."

"I make sure that **students feel heard and welcomed** with their perspectives and opinions in my classroom."

"This series has **helped me focus on ways I interact and communicate** with our school's diverse group of students."



These high percent-agreements and participant quotes about **having more tools and practices for creating more equitable learning environments** are particularly impressive when considering the fact that this learning series was not specifically designed to shift these particular outcomes. As mentioned at the beginning of this report, this learning series was introduced to Burbank participants as a foundational learning experience focused first and foremost on impacting educator *mindsets* before *practices or policies*. Therefore, the finding that Burbank participants also endorsed changes in **confidence**, **tools, and practices** as a result of participating in TEJ is encouraging.

Growth in this particular outcome domain may be partially attributable to the fact that the final session in the series (i.e., Session 5: Teacher Efficacy and Student Engagement) contained video demonstrations of teachers implementing actual teaching strategies in their classrooms. In analyzing participants' open-response comments on the post-workshop survey, we found that many Burbank participants expressed appreciation for this session in particular (n = 44), naming classroom videos and the demonstration of specific activities like "fishbowl" as particularly valuable:



"The **videos of teachers** using what we've learned in their own classrooms was really valuable. Any of the "how-to" kept me more engaged."

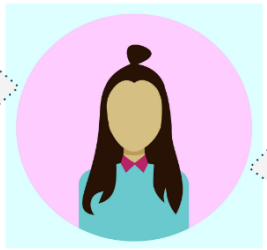
"This last session was very helpful. The readings and **strategies to apply to the classroom** were very valuable."

"I enjoyed learning about the **fish bowl** and **journal activities** for students. I had a discussion with my team on how to incorporate them into our first grade classrooms."

The gains that participants noted on tools and practices are also important to underscore as they, once again, **speak directly to participants' own hopes for equity learning** as expressed on the pre-workshop survey from August 2021. Specifically, results from our pre-workshop survey revealed that 60% of survey respondents (n = 111) wrote that they hoped to gain "practical tools and strategies" by the end of the series; in fact, thematic coding of these open-ended responses revealed that this was the most frequently mentioned theme in participants "hope to gain" pre-workshop survey responses. Thus, the fact that over 40% (n = 44) named "practical applications to the classroom" as what they most valued from participating in this series not only makes sense in light of participants' own hopes for learning but also suggests that TEJ met an important participant need.

From pre...

"I **want to learn** how to integrate and impart lessons on equity and social justice in my classroom and to my students."



"I **really valued** specific activities and videos—things that we could implement in our classrooms and with our students immediately."

...to post.

KEY FINDING 5:

Burbank participants expressed appreciation for several elements of how this learning series was structured. They also offered suggestions for improving engagement, content, and structure moving forward.

On the post-workshop survey, participants were given multiple opportunities to elaborate on their workshop experiences and outcomes in open-response comment boxes. In qualitatively analyzing these responses, we were able to surface several themes related to how participants felt about the workshop series. Themes included **positive comments** in which participants expressed appreciation for elements they found helpful or valuable. Themes also included **suggestions for improvement**, although these were fewer in number. Both are summarized below:

1. Burbank participants **appreciated TEJ's focus on shifting adult mindsets** (e.g., examining biases, reflecting on identity, studying historical contributions to systems of educational inequity, n = 72). However, some participants **want more guidance on specific action steps** that they can take to advance equity within their educational context (n = 12).

"This series helped me become more aware of my own biases, the work I can do to change them, and how I can support my students. But I **found it hard to implement the generalized concepts.** I prefer specific action steps."



"I think that **the series would be a lot more impactful if there were actionable steps** for teachers to take after each session. I think that folks have difficulty taking action without further guidance.

The historical context IS valuable, but as a practical person, **I still want more information on the HOW**."

2. Burbank participants **appreciated the discussions they had with colleagues** (n = 32) and found these opportunities for peer-to-peer dialogue to be most valuable throughout the series. To improve engagement, several asked for **less lecture** during the sessions (n = 13) . A smaller number also expressed **preference for in-person training** given zoom/screen fatigue (n = 6) and suggested **changes to the workshop schedule**, like holding sessions in closer range to one another and avoiding after-school sessions when energy is lower (n = 4).

"Sometimes it was just **a lot of talking to us** - there was more value when we did self-reflection and discussed with each other."

"Though the information was awesome, and very pertinent, it's **very difficult to sit for that long** staring at a zoom screen."



"The **virtual component which made it difficult to engage**. Many used it as an opportunity to check out."

"Please **do not have sessions after school** if possible. I'm much more engaged during school hours."

3. Burbank participants **appreciated the district-wide approach to equity learning** (n = 13), expressing gratitude to district leadership for prioritizing equity as a district issue and extending this learning opportunity to all K-12 faculty. However, some elementary educators in particular **wanted more elementary-specific content and examples** (n = 12), sharing that some of the content felt less applicable to the lower grade levels. Several suggested incorporating more of an elementary school perspective in future workshops.



"This was great info but it just **needed an elementary perspective** and elementary examples. Examples were more geared towards middle school and high school."

"I think this is great for middle and high school but as an elementary teacher, there were not applicable examples for me. We **needed more examples of elementary practices**."

"I would have like to see how some of the examples would look in a kindergarten setting. There was **a lack of relevant examples for the lower grade levels**."

Implications for Equity Work Next Year:

"This is such important work and so needed! I loved this workshop series. It was great to dive into this and have resources and great convos! Burbank Unified School District needs to continue PDs like this so that we can continue the work to bring change."

-BUSD TEJ Participant

As illustrated by the quote above, our evaluation of Facing History's *Teaching for Equity and Justice* (TEJ) learning series in Burbank Unified School District largely suggested that BUSD educators not only valued this professional learning opportunity, but are eager to continue this work into the next year. To shape the focus of next year's learning, we conclude by distilling the five key findings into three primary takeaways and offering implications for next year[6]:

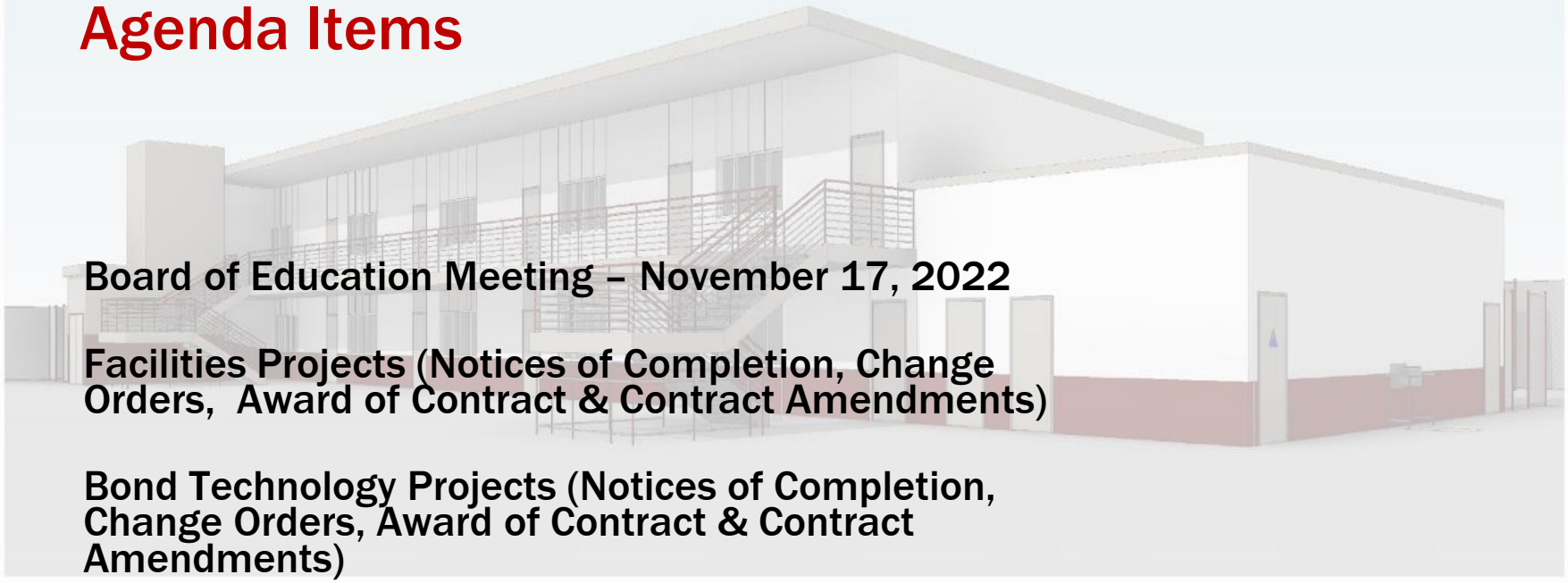
KEY TAKEAWAY 1:	Participants valued this equity learning series and would recommend Facing History's TEJ workshop series to others.
↳ **Implication for Next Year:**	• Continue partnering with organizations that offer high-quality learning opportunities to your educators.

KEY TAKEAWAY 2:	Participants grew in their awareness and understanding, and feel more equipped with tools and practices, but are still eager for more of the latter.
↳ **Implication for Next Year:**	• Prioritize learning opportunities that focus on equipping educators with actionable next steps and practical "how-tos".

KEY TAKEAWAY 3:	Participants appreciated several elements of how the learning series was structured, but also had suggestions for improvement moving forward.
↳ **Implication for Next Year:**	• Include more elementary-relevant examples, decrease time spent in lecture, and consider changes to the workshop schedule and delivery to maximize engagement.

[6] Recommendations are based solely on the data collected within this evaluation, which represents just one source of information about the effectiveness of this series. We strongly advise that Burbank Unified School District consider this report alongside other valuable sources of information when making decisions about equity work in the following year. If you have any questions about this memo, please contact Facing History's evaluation team) at evaluation@facinghistory.org for more information.

Facilities/Technology
Board of Education
Agenda Items



Board of Education Meeting – November 17, 2022

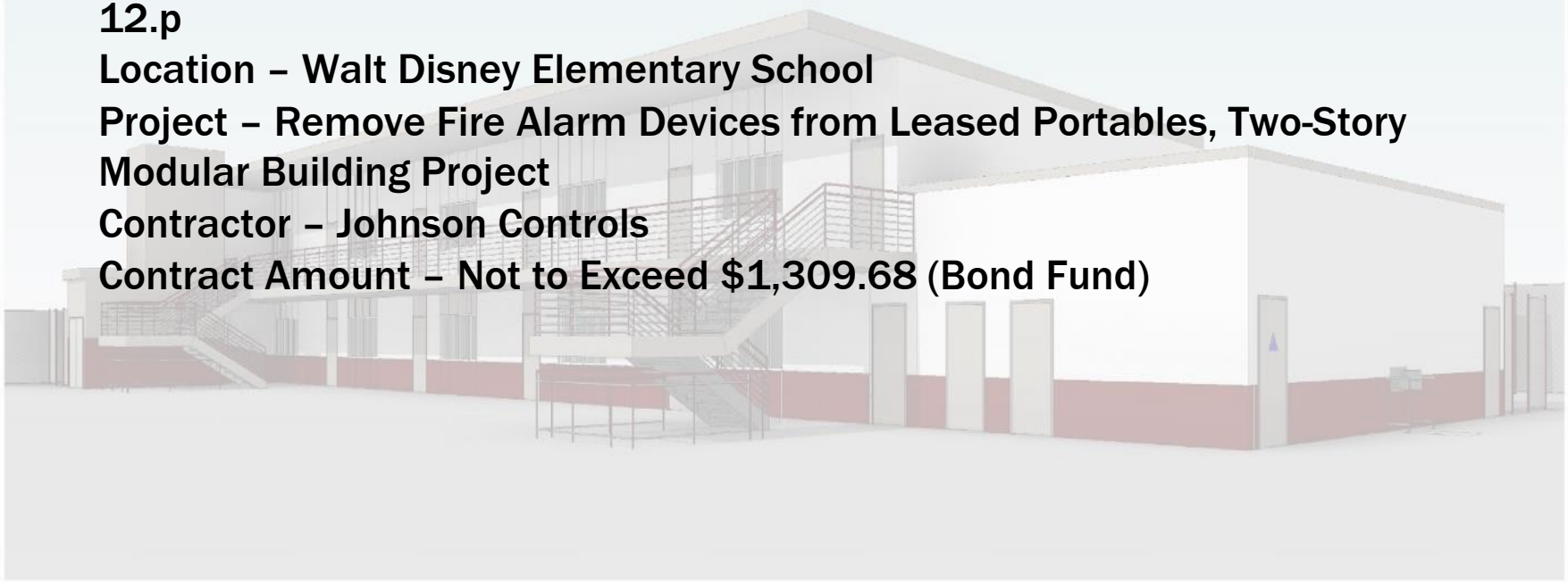
Facilities Projects (Notices of Completion, Change Orders, Award of Contract & Contract Amendments)

Bond Technology Projects (Notices of Completion, Change Orders, Award of Contract & Contract Amendments)

NEW CLASSROOM BUILDING
WALT DISNEY ELEMENTARY SCHOOL

Notice of Completion - Facilities

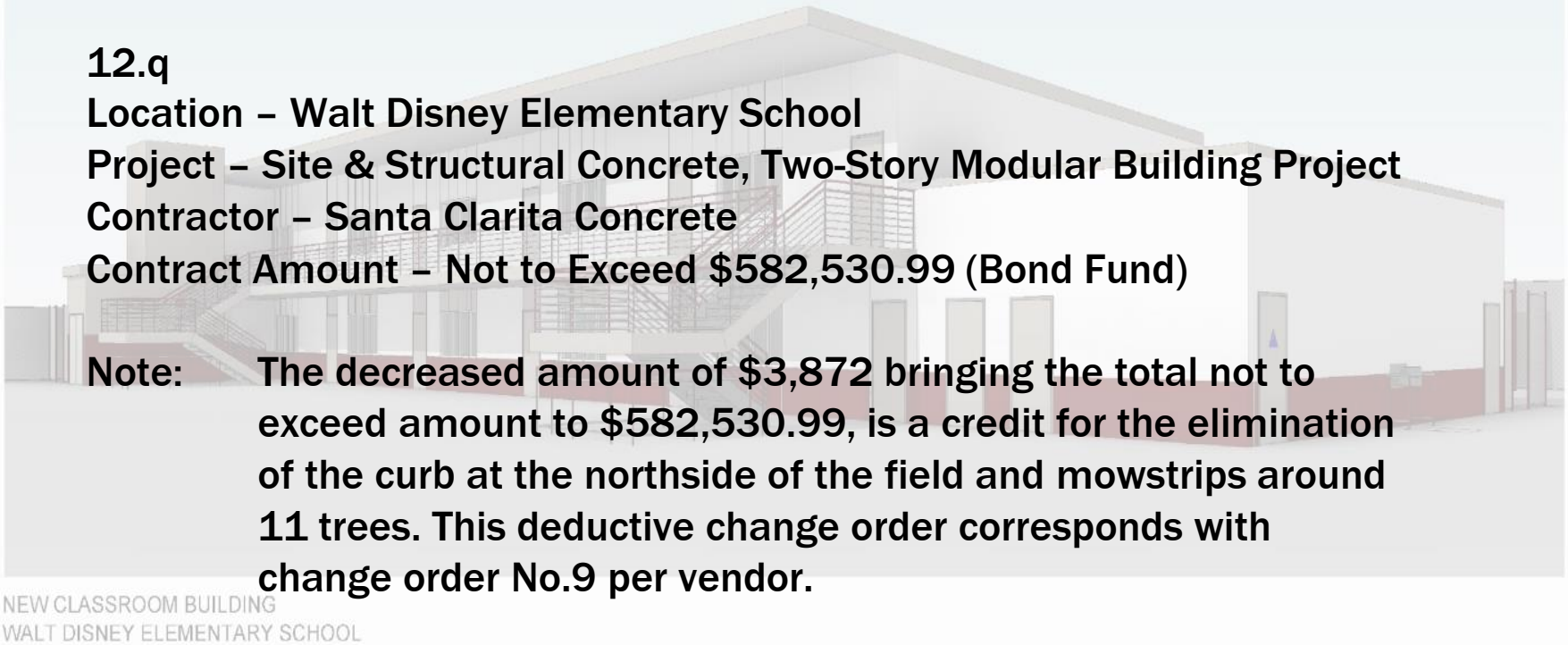
12.p
Location – Walt Disney Elementary School
Project – Remove Fire Alarm Devices from Leased Portables, Two-Story Modular Building Project
Contractor – Johnson Controls
Contract Amount – Not to Exceed $1,309.68 (Bond Fund)



Approval of Deductive Change Order No.1 - Facilities

12.q
Location – Walt Disney Elementary School
Project – Site & Structural Concrete, Two-Story Modular Building Project
Contractor – Santa Clarita Concrete
Contract Amount – Not to Exceed $582,530.99 (Bond Fund)

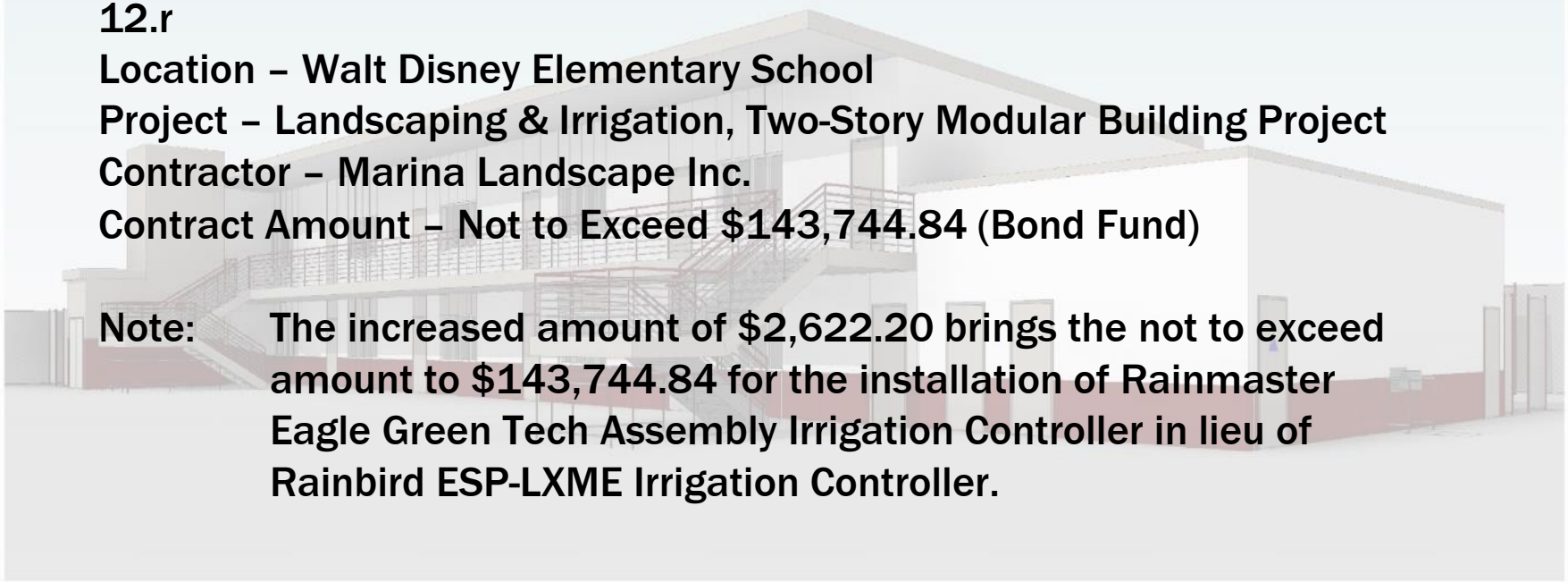
Note: The decreased amount of $3,872 bringing the total not to exceed amount to $582,530.99, is a credit for the elimination of the curb at the northside of the field and mowstrips around 11 trees. This deductive change order corresponds with change order No.9 per vendor.



Approval of Additive Change Order No.3 - Facilities

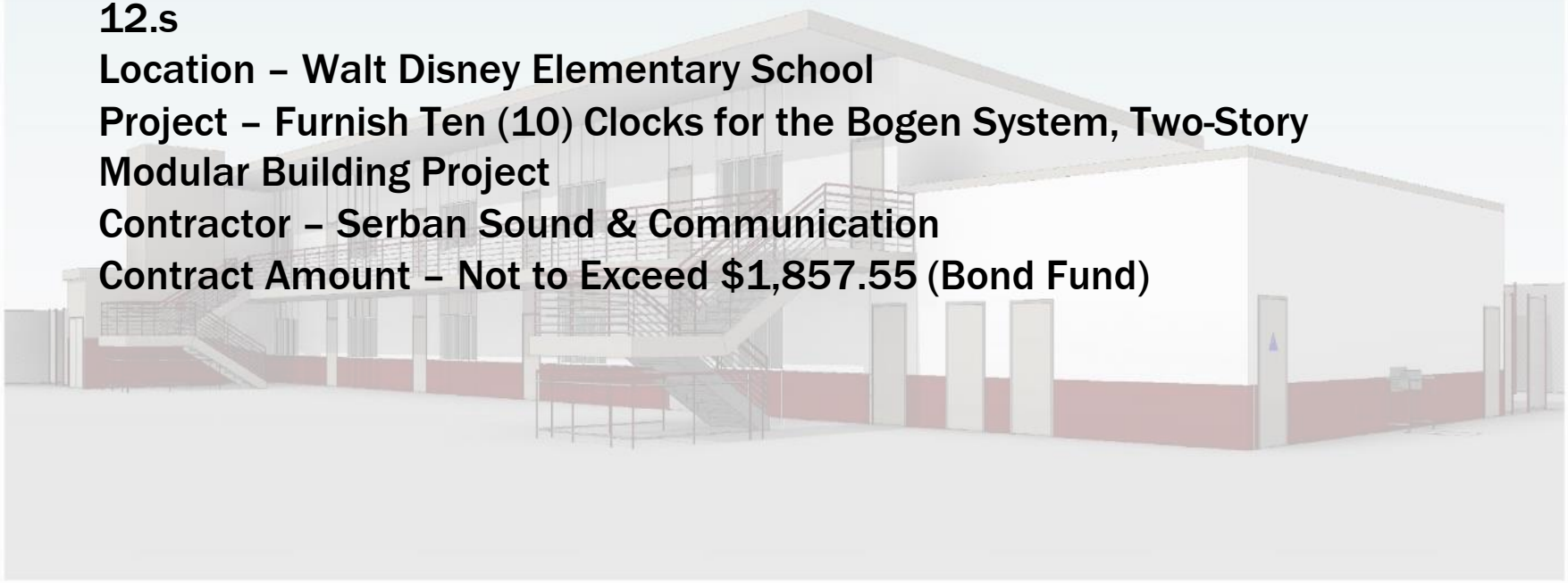
12.r
Location – Walt Disney Elementary School
Project – Landscaping & Irrigation, Two-Story Modular Building Project
Contractor – Marina Landscape Inc.
Contract Amount – Not to Exceed $143,744.84 (Bond Fund)

Note: The increased amount of $2,622.20 brings the not to exceed amount to $143,744.84 for the installation of Rainmaster Eagle Green Tech Assembly Irrigation Controller in lieu of Rainbird ESP-LXME Irrigation Controller.



Approval of Award of Contract - Facilities

12.s
Location – Walt Disney Elementary School
Project – Furnish Ten (10) Clocks for the Bogen System, Two-Story Modular Building Project
Contractor – Serban Sound & Communication
Contract Amount – Not to Exceed $1,857.55 (Bond Fund)



Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	John Paramo, Assistant Superintendent, Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	November 17, 2022
SUBJECT:	Adoption of Resolution 11 – Recognizing December 10, 2022 as Human Rights Day

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Background:

On December 10, 1948, the General Assembly of the United Nations adopted the Universal Declaration of Human Rights, proclaiming in Article 1 that "All human beings are born free and equal in dignity and rights." Since that historic day, December 10th has been recognized internationally as Human Rights Day.

Discussion/Issues:

The Board of Education envisions "Human Rights Day" as an opportunity to promote personal and community actions to advance human dignity, understanding, harmony, and justice within our schools, our community, and throughout the world. The Board supports the use of educational and instructional materials and programs that promote equal rights, tolerance, understanding, and inclusiveness, and encourages community dialogue concerning issues of tolerance and respect for human rights.

Fiscal Impact:

None

Recommendation:

John Paramo, Assistant Superintendent, recommends that the Board of Education adopt Resolution 11 recognizing December 10, 2022 as Human Rights Day, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 11

RECOGNIZING DECEMBER 10, 2022 AS HUMAN RIGHTS DAY

WHEREAS, on December 10, 1948, the General Assembly of the United Nations adopted the first Universal Declaration of Human Rights, proclaiming that "All human beings are born free and equal in dignity and rights" and

WHEREAS, since this historic declaration of 70 years ago, December 10th has been recognized internationally as Human Rights Day; and

WHEREAS, the Board of Education strongly supports efforts to promote human rights through education and programs that promote equal rights, tolerance, understanding, and the recognition and appreciation of human diversity, and to encourage community dialogue concerning issues of tolerance and respect for human rights; and

WHEREAS, the Board of Education supports the activities and achievements of the Commission on Human Rights in advancing human dignity and promoting tolerance and understanding of our differences in our community.

Now, Therefore, Be It Resolved that the Board of Education, in support of a day to promote personal and community actions which advance human dignity, tolerance and harmony among all people, hereby recognizes December 10, 2022 to be Human Rights Day at the Burbank Unified School District.

I HEREBY CERTIFY that Resolution No. 11 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 17th day of November, 2022.

Ayes:

Noes:

Abstain:

Absent:

_____
Clerk, Board of Education

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Director of Elementary Education
PREPARED BY:	Peter Knapik, Director of Elementary Education
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	November 17, 2022
SUBJECT:	Approval of Consultant Services for Project G.L.A.D (Guided Language Acquisition and Design) Program from the Orange County Department of Education (LCFF LCAP Supplemental Grant Funds)

Background:

For years teachers, administrators, and support staff in the Burbank Unified School District have worked hard to improve the rate at which the District's English Learners achieve academically and are reclassified as fluent English proficient. In Spring 2022, 1,427 of the District's English Learners took the Summative English Language Proficiency Assessments for California (ELPAC). There have been many challenges in using data from the test to show growth:

- Data from Spring 2018 was not able to be compared to Spring 2019 since the State raised the cut points for the ELPAC levels, resulting in a drop of the percent scoring proficient across the State.
- Spring 2019 scores became the new baseline but were not able to be compared to the Summative in Spring 2020 due to the suspension of testing as a result of the novel coronavirus disease 2019 (COVID-19).
- We are able to compare Spring 2021 to Spring 2022, which showed a little more than a 3% drop in students scoring a 4 overall on the Summative ELPAC.

	% proficient (score of 4 overall)		
School Year	BUSD	LA County	State
2021-22	24.10%	16.12%	15.57%
2020-21	28.23%	14.05%	13.98%
2019-20	*Unavailable due to suspension of testing as a result of COVID 19*		
2018-19	23.67%	16.87%	16.40%
After 2017-18, the cut points were raised and as a result, the % proficient dropped everywhere			
2017-18	42.02%	31.52%	30.56%

Although the Summative ELPAC shows that English Learners in Burbank USD are performing better than LA County and the State of California, the overall percent proficient dropped by over 3% from 2021 to 2022. As such, staff has spent considerable time reviewing and analyzing 'best practice' research-based programs for supporting BUSD teachers of English Learners and their students.

District Wide Goals (2022-2023):

1.5 Increase the percentage of English Learner (EL) students reclassified as proficient in English and continue to monitor the progress of students in all academic areas by 2%.

Discussion/Issues:

With the Local Control Accountability Plan Supplemental Grant funds, the District began offering a highly successful research-based professional development model, known as Project G.L.A.D. (Guided Language Acquisition and Design), to help teachers provide high quality Integrated ELD instruction to English Learners in the elementary grades.

According to the Orange County Department of Education, the following elements of the G.L.A.D. program make it successful:

- A unique blend of academic language and literacy that combines the research from many fields and organizes the strategies and classroom practices into a process.
- Firmly rooted in research and has been field tested for the past 18 years.
- Encourages a classroom environment that values the student, provides authentic opportunities for the use of academic language, maintains highest standards and expectations for all students, and fosters voice and identity.
- Supports standards-based instruction through integrated approaches which include Project Based Learning, language immersion and language acquisition.

Partnering with the OCDE, the first training was in 2015-16. Since then, 154 teachers have participated in Project G.L.A.D. with OCDE providing the trainers for the model.

Now, using Title III funds for Limited English Proficient students, we have been able to expand our in-house program by sending two teachers to be trained as Project G.L.A.D. trainers. This has been the ultimate goal: BUSD professionals serving as the leaders for program implementation for the following school year, thus significantly mitigating future costs, and providing the district with a firm foundation of professionally trained support providers for both students and staff.

Fiscal Impact:

Project GLAD Trainer Certification not to exceed $17,150 (District Title III funds)

Recommendation:

Peter Knapik, Director of Elementary Education, recommends that the Board of Education approve the Consultant Agreement between Burbank Unified School District and the Orange County Superintendent of Schools, Operating as Orange County Department of Education, to provide professional development services and training materials to teachers, administrators and support staff for the 2022-23 School Year, not to exceed $17,150 (01.0-42030.0-47600-10012-5810-7429000, Title III funds), effective November 30, 2022 through February 28, 2023, and the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

AGREEMENT NUMBER 10002171

AGREEMENT FOR *PROJECT* GLAD® TRAINING SERVICES

FOR BURBANK UNIFIED SCHOOL DISTRICT

This Agreement is hereby entered into between the Orange County Superintendent of Schools, operating as the Orange County Department of Education ("OCDE"), 200 Kalmus Drive, Costa Mesa, California 92626 (hereinafter referred to as "Superintendent,") and

Burbank Unified School District
Name of School District

1900 West Olive Avenue	Burbank	California	91506	(818) 729-4495
Mailing Address	City	State	Zip	Telephone Number

(hereinafter referred to as "District.") Superintendent and District shall be individually referred to as "party" and collectively referred to as the "Parties."

WHEREAS, District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Superintendent, through the OCDE National Training Center ("NTC") developed the *Project* GLAD® training model and is specially trained, experienced and competent to perform the special services required by the District, and such services are needed on a limited basis;

NOW, THEREFORE, the Parties agree as follows:

1. Services. Superintendent shall provide training to teachers and/or school administrators in OCDE's *Project* GLAD® training model as set forth on the "Proposal for OCDE *Project* GLAD® Training Services for Burbank Unified School District" attached hereto as Exhibit "A" and incorporated herein by reference (hereinafter referred to as the "Services").

2. Term. Superintendent shall commence providing Services under this Agreement on November 1, 2022, and will diligently perform as required and complete performance by February 28, 2023.

3. Compensation. District agrees to pay Superintendent for Services rendered pursuant to this Agreement in a total amount not to exceed Seventeen thousand one hundred fifty dollars and eighty-four cents ($17,150.00), which includes reimbursement for travel related expenses and training materials as specifically set forth in Exhibit "A" attached hereto and incorporated herein by reference.

3.1 District shall pay Superintendent within thirty (30) calendar days of receipt of an invoice from Superintendent. Payment shall be sent to Superintendent's designee identified in Section 15 of this Agreement.

3.2 District shall provide Superintendent with at least thirty (30) days prior written notice from the date of any scheduled OCDE *Project* GLAD® training to change the number of participants originally scheduled for the training or the date of such training.

3.2.1 In the event District reduces the number of participants originally scheduled to attend any OCDE *Project* GLAD® training, and District fails to provide Superintendent with thirty (30) days prior written notice, District agrees that it will be charged for the original number of scheduled participants as well as all travel related expenses incurred by Superintendent, including but not limited to airfare, rental car, lodging and meals.

3.2.2 In the event District increases the number of participants originally scheduled to attend any OCDE *Project* GLAD® training, District agrees that it will be charged for each additional participant as well as any additional travel related expenses incurred by Superintendent, including but not limited to airfare, rental car, lodging and meals, to provide additional OCDE *Project* GLAD® trainers. If District fails to provide Superintendent with thirty (30) days prior written notice of any increase in the number of participants originally scheduled to attend any OCDE *Project* GLAD® training, Superintendent reserves the right to prohibit such additional participants from attending the OCDE *Project* GLAD® training.

3.2.3 In the event District changes the date of any originally scheduled OCDE *Project* GLAD® training and District fails to provide Superintendent with thirty (30) days prior written notice, District agrees that it will be charged for all travel related expenses incurred by Superintendent, including but not limited to airfare, rental car, lodging and meals.

3.3 In the event of a natural disaster or other unforeseen circumstance such as inclement weather, fire, or school lock down, that impacts the ability of Superintendent's *Project* GLAD® trainers to complete the Services, or results in additional travel related expenses, District agrees that it shall pay for any additional costs incurred by Superintendent as a result of such natural disaster or unforeseen circumstance, including but not limited to additional travel related expenses.

4. Independent Contractor. Superintendent, in the performance of this Agreement, shall be and act as an independent contractor. Superintendent understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled.

5. Originality of Services. District agrees that all technologies, formulae, procedures, processes, methods, ideas, dialogue, prepared for and submitted by Superintendent to the District in connection with the Services set forth in this Agreement are wholly original to Superintendent and shall not be copied or used in whole or in part by District without Superintendent's express written permission. District further agrees that all writings and materials, compositions, recordings, teleplays, and/or video productions prepared for, written for, or otherwise submitted by Superintendent ("Content") to the District and/or used in connection with the Services set forth in this Agreement, reflect the intellectual property of, and copyright interests held by Superintendent and shall not be copied or used in whole or in part by District without Superintendent's express written permission.

6. Copyright/Trademark/Patent. District understands and agrees that all Content produced under this Agreement is the property of Superintendent and cannot be used without Superintendent's express written permission. District further acknowledges that OCDE holds a copyright interest in all GLAD™ and *PROJECT* GLAD® related trademarks, and a copyright interest in the *PROJECT* GLAD® program, training materials, and corresponding intellectual property reflected in and included in the Content, as described. District acknowledges and agrees that Superintendent shall have all right, title and interest in said Content, including the right to secure and maintain the copyright, trademark and/or patent of said Content.

7. Termination. Either party may, with or without reason, terminate this Agreement by giving sixty (60) days prior written notice to the other party. In the event the Agreement is terminated, District shall compensate Superintendent for services rendered to the date of termination. Written notice shall be deemed given when received by the other party or no later than three (3) calendar days after the day of mailing, whichever is sooner.

8. Hold Harmless.

8.1 Superintendent agrees to and does hereby indemnify, hold harmless, and defend District and its governing board, elected officials, officers, agents, and employees from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever which may be incurred by reason of death or bodily injury to person; injury to, loss or theft of property; any other loss, damage or expense resulting from or arising out of this Agreement or its performance, to the extent that such loss, damage, injury, expense or liability was proximately caused by the negligent or willful act or omission of Superintendent, including without limitation its employees, agents, or officers.

8.2 District agrees to and does hereby indemnify, hold harmless, and defend Superintendent and its governing board, elected officials, officers, agents, and employees from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever which may be incurred by reason of death or bodily injury to person; injury to, loss or theft of property; any other loss, damage or expense resulting from or arising out of this Agreement or its performance, to the extent that such loss, damage, injury, expense or liability was proximately caused by the negligent or willful act or omission of District, including without limitation its employees, agents, or officers.

9. Insurance. Each party shall maintain its own comprehensive insurance coverage to protect the Parties against liability or claims of liability which may arise out of this Agreement. Each party will provide a copy of its certificates of insurance evidencing all coverages and endorsements upon written request of the other party.

10. Assignment. The obligations of the Parties pursuant to this Agreement shall not be assigned, in whole or in part without the prior written consent of the other party.

11. Compliance With Applicable Laws. Superintendent agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Superintendent, Superintendent's Services and personnel engaged in Services covered by this Agreement or accruing out of the performance of such Services.

12. Entire Agreement/Amendment. This Agreement and the exhibits attached hereto constitute the entire agreement among the Parties to it and supersede any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both Parties to the Agreement.

13. Nondiscrimination. The Parties agree that they will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, sex, marital status, age or other characteristics protected by federal or state laws.

14. Non Waiver. The failure of District or Superintendent to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

15. Notice. All notices or demands to be given under this Agreement by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third (3rd) day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this Agreement, the addresses of the Parties are as follows:

DISTRICT:
Burbank Unified School District
1900 West Olive Avenue
Burbank, California 91506
Attn:_____

SUPERINTENDENT:
Orange County Superintendent of Schools
200 Kalmus Drive
Costa Mesa, Californian 92626
Attn: Patricia McCaughey

16. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

17. Attorney Fees/Costs. Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.

18. Headings. The headings contained in this Agreement are provided exclusively for reference and the convenience of the Parties. No legal significance of any type shall be attached to the headings.

19. Counterparts. This Agreement may be signed and delivered in two counterparts, each of which, when so signed and delivered, shall be an original, but such counterparts together shall constitute the one instrument that is the Agreement, and the Agreement shall not be binding on any party until all Parties have signed it. Facsimile signatures shall be deemed for all intents and purposes as binding as original signatures.

20. Authorized Signatures. The individuals signing this Agreement warrant that they are authorized to do so, and further, that they are authorized to make the promises in this Agreement on behalf of the respective Parties. The Parties understand and agree that a breach of this warranty shall constitute a breach of the Agreement and shall entitle the non-breaching party to all appropriate legal and equitable remedies against the breaching party.

21. Governing Law. The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Orange County, California.

22. Exhibits. This Agreement incorporates by this reference, any exhibits, which are attached hereto and incorporated herein.

a. Exhibit A.

23. Approval by District Governing Board. This Agreement is contingent upon approval by the District's governing board. District agrees that it will submit this Agreement once executed by the Parties, to its board for approval at the next available governing board meeting and will recommend to the board that it approve this Agreement. In the event the board does not approve the Agreement, District shall notify Superintendent in writing, within five (5) calendar days of said event.

[Signatures on following page]

IN WITNESS THEREOF, the Parties hereto have approved and executed this Agreement on this 2nd day of November, 2022.

Burbank Unified School District	Orange County Superintendent of Schools
By: _____	By: _____
_____	Patricia McCaughey
Typed Name	Typed Name
_____	Administrator
Title	Title
	95-6000943
	Taxpayer Identification Number

Burbank USD-Project GLAD (10002171)23
ZIP5

EXHIBIT A

SERVICE PROPOSAL
Burbank Unified School District, CA
Project GLAD® Series-Certification

Purpose of this Document
The purpose of this document is to clearly outline the proposed services and provide a cost estimate. This document is not a contract but will be used to develop a contract between the Orange County Department of Education (OCDE) National Training Center (NTC) and your school, district or agency. In order to expedite the development of a formal contract, please review this proposal and communicate to the Project GLAD® NTC of your approval, desired changes or questions.

Orange County Department of Education NTC Project GLAD® Contact:
Betsy Young, Executive Assistant
(714) 966-4124 | byoung@ocde.us

Requested Services
Burbank Unified School District
1900 W. Olive Ave., Burbank, CA 91506
Jennifer Goldenberg, Coordinator of EL Services, TK-12 and ELD Specialist
(818) 729-4495 | jennifergoldenberg@burbankusd.org

Service Provider
Orange County Department of Education (OCDE), National Training Center (NTC)
200 Kalmus Dr., Costa Mesa, CA 92626
Nicole Chávez, Ed.D. | Administrator, OCDE Project GLAD® National Training Center
(714) 966-4350 | nchavez@ocde.us

Training Dates: November 1, 2022-February 28, 2023
Number of Participants: 2 Trainers in-Training
TOTAL ESTIMATE FOR ALL PROPOSED SERVICES: **$17,150.00**
(see training details with fee breakdown below)

Certification

In-Person Classroom Demonstration

Description: Upon successful completion of Certification, candidates will become OCDE Project GLAD® Certified Agency Trainers. The Agency Trainer Certification program prepares Agency Trainers to train teachers to implement the OCDE Project GLAD® model and to provide ongoing support at the district and/or school level. OCDE Project GLAD® Agency Trainers provide: Foundations Training; including the Research & Theory Workshop and 4 or 5-Day Classroom Demonstration Sessions. Agency Trainers are also available to provide support to their district in the areas of: academic language and literacy for English learners, standards-based instruction, successful management of cooperative learning, strategies for cross-cultural respect in the classroom, follow up, and planning and collaboration for teachers.

Upon successful completion of the OCDE Project GLAD® Agency Trainer Certification, all candidates must sign and submit to OCDE, an OCDE NTC Project GLAD® Licensing Agreement, in order to become certified and authorized to provide OCDE Project GLAD® FoundationsTraining and Customized Training & Support.

Certification teams may not exceed 4 members per team.

The OCDE NTC Project GLAD® Agency Trainers are certified trainers working solely in their district of employment. Recertification is required within 12 months of certification and every three years thereafter to maintain "active status" and provide Tier I OCDE Project GLAD® Training in their district. All requirements outlined in individual certification and recertification letters must be cleared with the OCDE NTC Project GLAD® to be authorized to provide training.

Includes:

- Certifier check-in supports
- 1 Certifier mentorship in preparation of Certification (12 hours)
- 1 Certifier coaching and support during 6 days of Certification

Dates: November 1, 2022- June 30, 2022

- Research & Theory Workshop- November 30- December 1, 2022
- Classroom Demonstration- January 23-26, 2023

Training Cost: $5,500.00 per TOT x 2	**$11,000.00**
Travel for 1 Certifier, 8 days (actual costs invoiced):	**$6,150.00**
TOTAL ESTIMATE:	**$17,150.00**

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:	Sarah Niemann, Assistant Superintendent, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	November 17, 2022
SUBJECT:	Adoption of Amendment to the Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit, Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, General Education Limited Assignment Permit (GELAP) Request for Certificated Staff

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Background

Assembly Bill (AB) 1871 was signed by the Governor on September 30, 2008, providing for expanded options to meet the requirements for the Bilingual or English Learner Authorization/CLAD Certificate. The requirements to earn the permits will not change, nor will the scope and content of the authorization statements appearing on the permits. The purpose of the Emergency CLAD and BCLAD Permits is to allow qualified individuals to be employed while completing requirements for the CLAD Certificate or BCLAD authorization by either passing the appropriate California Teacher of English Learners (CTEL) examination and/or the California Subject Examinations for Teachers (CSET): Languages Other Than English (LOTE) examination or by completing a Commission-approved CTEL Program at a California college or university and showing progress toward the certificate or authorization with each renewal. Permits are valid for one year but may not exceed the expiration date of the prerequisite credential and may be renewed a maximum of four times, authorizing a maximum of five years of service.

Assembly Bill (AB) 2302 (Chap. 41, Stats. 2008) authorized local education agencies to use the local assignment option process to assign special education teachers with a Level I or Level II Education Specialist Credential in mild/moderate disabilities to provide special education instructional services to pupils with autism. AB 2160 (AB) (Chap. 134, Stats. 2010) extended the sunset date on this alternate route from August 1, 2011 to October 1, 2013. The purpose of these bills was to provide a local assignment option for employing agencies to temporarily address the shortage of special education teachers that are fully prepared and authorized to provide instruction to students with autism. This limited local assignment option was provided as a temporary measure by the Legislature to allow time for these educators to complete additional preparation in consistent, evidence-based educational services to support this student population. Permits are valid for one year but may not exceed the expiration date of the prerequisite credential and may be renewed a maximum of two times, authorizing a maximum of three years of service.

Discussion/Issues

At present, BUSD has 14 teacher(s) who have not completed the CTEL/CLAD/BCLAD credential requirements and qualify for the Emergency CLAD/BCLAD Permit. The following certificated employees are applying for the Emergency CLAD/BCLAD Permit:

Name	School
Avagyan, Anush	BHS
Classon, Gracie	Disney
Espana, David	LBMS
Fishman, Jeremy	Muir
Cafferty, Juliana	**Jefferson**
Kenfack, Aurelie	Disney
Kenny, Shelby	Mckinley
Keshishian, Natalie	Jefferson
Morton, Adrian	BHS
Schwegman, Courtney	Muir
Shaw, Jacob	BHS
Sorenson, Cory	McKinley
Spraggins, Blake	BHS
Warner, Jackson	Harte
Young, Amber D	McKinley

At present, BUSD has 1 teacher(s) who will be teaching under a General Education Limited Assignment Permit. The following certificated employee is applying for the GELAP in Spanish.

Name	School
Weiss, Joshua	Huerta

Financial Implications

There is no cost to the District associated with these requests for 14 Emergency CLAD permits.

Recommendation

Matt Hill, Superintendent, recommends that the Board of Education Adopt the Amendment to the Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit and Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit and General Education Limited Assignment Permit (GELAP) Requests for Certificated Staff, as presented.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Director, Elementary Education
PREPARED BY:	Peter Knapik, Director, Elementary Education
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary
IIIDATE:	November 17, 2022
SUBJECT:	Ratification of 50% Childcare Fee Reduction for Unduplicated Students Paid by Expanded Learning Opportunities Program for Around the Bell and Boys and Girls Club of Burbank, from October 1, 2022 through June 30, 2023

Background:
The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and summer school enrichment programs for transitional kindergarten through sixth grade.

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, includes community partners, and complement, but do not replicate, learning activities in the regular school day and school year.

District-Wide Goals 2022-23:
1.0 Students will be career/college ready via high-quality instruction
2.0 Students will be physically, emotionally, and mentally healthy

Discussion/Issues:
ELOP funding is available to reduce the childcare rates for unduplicated students including students participating in the free/reduced lunch program, English learners, students experiencing homelessness, and foster students.

It is proposed that the District's Around the Bell program reduce childcare fees by 50% for unduplicated students. Grades Transitional Kindergarten and Kindergarten full fee is $130 per week and will be reduced to $65 per week. For grades 1-5 the full fee is $100 per week and will be reduced to $50 per week. The balance will be picked up by the Expanded Learning Opportunities Program (ELOP) funding.

It is proposed that the Boys and Girls Club of Burbank program reduce childcare fees by 50% for unduplicated students. Morning care rates will reduce from $105 per month to $52.50 per month. Kindergarten afterschool care rates will reduce from $195 to $97.50 per month. Grades 1-5 afterschool rates will reduce from $165 to $82.50 per month. Grades 6-8 afterschool care will reduce from $105 to $52.50 per month. The balance will be picked up by the Expanded Learning Opportunities Program (ELOP) funding.

Fiscal Impact:

Families will pay 50% of the organization's fees by week or month. The balance will be invoiced to the District for payment. It is estimated that paying the balance of the 50% rate reduction will cost $1,000,000 for 500 students who receive childcare from these organizations. This organization has a seating capacity so there is a limit. The ELOP allocation of $4,778,876 which was awarded to the District on July 20, 2022, will be used to pay the balance.

Recommendation:

Peter Knapik, Director, Elementary Education, recommends that the Board of Education ratify the 50% reduction in fees for unduplicated students in the Around the Bell childcare program and the Agreement between the Burbank Unified School District Boys and Girls Club of Burbank to provide childcare services at a 50% rate reduction paid by the Expanded Learning Opportunities Program (ELOP), not to exceed $1,000,000.00 (01.0- 74250.0-0-00000-27000-5810-7429000), effective October 1, 2022, through June 30, 2023, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

AGREEMENT FOR A 50% REDUCTION IN STUDENT FEES
FOR BURBANK USD STUDENTS ATTENDING
THE BOYS AND GIRLS CLUB OF BURBANK

The BURBANK UNIFIED SCHOOL DISTRICT, and THE BOYS AND GIRLS CLUB OF BURBANK, a California Non-Profit Corporation ["BAGCB"] enters into this agreement for the following purposes and with reference to the following facts:

RECITAL

WHEREAS, DISTRICT, is the Local Educational Agency and applicant for the Expanded Learning Opportunities Program [“ELOP”] Grant 50% fee reduction for Burbank USD unduplicated students (students participating in the free or reduced meal program, English learners, foster youth, and/or student experiencing homelessness) attending the BAGCB.

WHEREAS, DISTRICT seeks to contract with BAGCB, to provide certain elements of the ELOP program required by the conditions of the Grant.

WHEREAS, it is necessary and desirable that this Agreement be executed for the purposes stated herein.

NOW, THEREFORE, it is hereby agreed by each of the parties to this Agreement as follows:

1. **Scope of Services:** The District collaborates with BAGCB to operate comprehensive enrichment activities (consistent with Grant guidelines) for the number of students designated at the following schools:

    a. All schools that offer the BAGCB child care program to Burbank USD TK-6 students

BAGCB further agrees to comply with any further requirements imposed on the District by the California Department of Education as a result of the Expanded Learning Opportunities Program (ELOP) Grant award.

BAGCB Agrees:

A. **Operational Requirements:**

- To operate every school day of the school year for at least three hours per day, beginning when school is dismissed, for the subsequent three hours, to at least 6:00 p.m. A school day is defined as any day that students attend school during the regular school year.

- To fulfill the administrative functions for hiring after-school staff. Decisions on hiring, wages, and management will be performed by the BAGCB. The BAGCB reserves the right to terminate any employee for violation of the BAGCB Club policy.

- To follow all of the California Department of Education ELOP requirements and guidelines for the use of funds.

- To provide educational enrichment elements that may include, but are not limited to: recreation, physical fitness, and prevention activities. Such activities may involve music, physical education, health promotion, general recreation, career awareness, and work preparation programs, as well as community service learning and other youth development activities based on students' needs and interests.

- To collaborate in providing a safe physical and emotional environment that facilitates opportunities for relationship-building and promotes active pupil engagement.

- To comply with all federal statutes relating to nondiscrimination; including Title VI of the Civil Rights Act of 1964 *(45 USC sections 2000d - 2000d4)* prohibiting discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 *(20 USC sections 1681-1683)* prohibiting discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 *(20 USC Section 794)* prohibiting discrimination on the basis of handicap; and The Age Discrimination Act of 1975 *(42 USC Sections 6101-6107),* prohibiting discrimination on the basis of age.

B. **Staffing Requirements:**

- To ensure that all personnel who have direct supervision of students be subject and meet the minimum qualifications of the BAGCB requirements.

- To collaborate with the District ELOP/ASES Coordinator to ensure that all program staff hired and managed by BAGCB participate in training regarding District procedures andsafety/emergency rules and regulations.

- To collaborate and ensure that all staff and volunteers hired and managed by BAGCB willfulfill health screening and fingerprint clearance requirements in current law, according to District policy.

- To evaluate BAGCB employees annually following BAGCB employee evaluation procedures.

- To ensure that all program staff has the option of attending BAGCB training related to enrichment programs.

C. Reporting and Evaluation of Program:

- To keep accurate records and submit monthly invoices for reimbursement of 50% of member fees.

- To provide background checks and fingerprints of hired staff.

- To provide information for the statewide independent evaluation for the California Department of Education, as required under the grant.

- To respond to any additional surveys or other methods of data collection that may be required by the California Department of Education under the ELOP Grant, throughout the life of the program.

- To make reports to the District as may reasonably be necessary to enable the District toperform its duties. BAGCB shall maintain and provide access to all records used in the preparation of such reports for a period of five years.

- To provide documentation for the California Department of Education's Federal Program Monitoring (FPM) process.

2. **Use of District Facilities**:

The District shall provide sufficient after-school classrooms, playgrounds, and any other spaces, as necessary and available, for the ELOP-funded students.

3. **Term:**

The term of this Agreement is from October 1, 2022, to June 30, 2023. By agreement ofthe parties, this Agreement may be renewed for successive one-year periods.

4. **Compensation:**

In consideration of the satisfactory provision of the above services, and in accordance with the provisions of the Grant, the District will compensate BAGCB as follows:

4.1 Up to $200,000.00 payable to BAGCB as follows:

$195,000.00 for 50% reduced rates for BAGBC members who qualify for ELOP funding from October 1, 2022, through June 30, 2023. The names of qualifying students will be provided along with the monthly invoicing.

4.2 $5,000.00 administrative expenses from October 1, 2022, through June 30, 2023.

4.3 Compensation to the BAGCB will only be taken out of ELOP Grant funds received by the District and only up to the limits of this Agreement forwhich allowable and approved expenditures were made. The district is not responsible for any additional charges or expenses.

4.4 BAGCB agrees to supply the District with any and all reporting information that is required by the California DE or U.S. Department of Education in a timely manner andin advance of any deadlines.

5. **Termination:**

This Agreement may be terminated by District for cause. Any concerns related to a potential termination for cause will be expressed by District to BAGCB in writing. BAGCB will have 30 days to remedy these concerns. In the event of termination, BAGCB will receive compensation for services satisfactorily provided based upon this Agreement up to and including the date of termination.

This Agreement may be terminated by BAGCB for cause. Any concerns related to a potential termination for cause will be expressed by BAGCB to District in writing. The District will have 30 days to remedy these concerns.

6. **Amendment:**

This contract may be amended by the written agreement of both parties.

7. **Indemnification:**

7.1 Except to the extent resulting from or arising out of the negligence or willful misconduct of the District, its Board, or any member thereof; or their respective officers, employees, agents, or representatives, BAGCB agrees to indemnify, hold harmless, release and defend (even if the allegations are false, fraudulent or groundless), to the maximum extent permitted by law, and covenants not to sue, the District, its Board and each member thereof; and their respective officers, employees, agents, or representatives, from any and all liability, loss, suits, claims, damages, costs, judgments, and expenses (including attorney's fees and costs of litigation) which result from, or arise out of, or are claimed to result from or to arise out of any act of neglect, default or omission of BAGCB, its employees, representatives, subcontractors, or agents relating to its activity or performance under this Agreement.

7.2 Except to the extent resulting from or arising out of the negligence or willful misconduct of the BAGCB, its Board, or any member thereof; or their respective officers, employees, agents, or representatives, the District agrees to indemnify, hold harmless, release and defend (even if the allegations are false, fraudulent or groundless), to the maximum extent permitted by law, and covenants not to sue, the BAGCB, its Board and each member thereof; and their respective officers, employees, agents or representatives, from any and all liability, loss, suits, claims, damages, costs, judgments and expenses (including attorney's fees and costs of litigation) which result from, or arise out of, or are claimed to result from or to arise out of any act of neglect, default or omission of District, its employees, representatives, subcontractors, or agents relating to its activity or performance under this Agreement.

8. **Insurance:**

BAGCB, at its own expense, shall procure and maintain policies of insurance of the types and in the amounts set forth below; for the duration of the Agreement, including any extensions thereto. These policies shall state that they afford primary coverage. Insurance must be maintained with firms licensed in California and recognized by the State. All firms shall have an "A.M. Best" rating of "A" or better. BAGCB will provide evidence of all necessary insurance. Insurance provisions outlined below will be in effect and must be complied with during the term of the Agreement.

8.1 Comprehensive General Liability insurance with limits of at least $2,000,000 combined single limits for bodily injury and death, and $500,000 property damage meeting above standards.

8.2 The District, its board members, officers, employees, agents, and volunteers must be endorsed on the policy as additional insured with respect to liability arising out ofBAGCB'S performance of this Agreement. If BAGCB employs other contractors as part of the Services rendered, the Contractor's Protective Coverage is required. BAGCB may include all subcontractors as insured under its own policy, shall furnish separate insurance for each subcontractor, or shall ensure that the subcontractor has its own insurance meeting the requirements set forth herein.

8.3 BAGCB shall comply with the applicable sections of the California Labor Code concerning worker's compensation for injuries on the job. Compliance is accomplished by securing and maintaining in force a policy of workers' compensation insurance with statutory limits and Employer's Liability Insurance

with a minimum limit of $1,000,000.00 per accident. The policy shall be endorsedto waive all rights of subrogation against DISTRICT, its board members, officers, employees, and volunteers for losses related to worker's compensation arising from the performance of this Agreement.

8.4 Each insurance policy included in this clause shall be endorsed to state that coverage shall not be canceled except after thirty (30) days prior written notice to the District.

8.5 Prior to the commencement of performance, BAGCB shall furnish the District with a certificate of insurance for each policy. Each certificate is to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificate(s) must be in a form approved by District. The District may require complete, certified copies of any or all policies at any time.

8.6 Failure to maintain required insurance at all times shall constitute a default and material breach. In such event, BAGCB shall immediately notify District and cease all performance under this Agreement until further directed by the District.

8.7 The BAGCB, its Board or any member thereof, or their respective officers, employees, agents, or representatives will be endorsed as additional insured with respect to liability arising out of the District's performance of this Agreement.

9. **Rules of Construction:**

The terms of this Agreement are contractual and are the result of negotiation among all the parties hereto. All parties to this Agreement agree that the normal rules of construction, which ordinarily would operate to resolve any ambiguities in this Agreement against the drafting party, shall not be employed in the interpretation of thisAgreement.

10. **Severance Provision:**

In the event that any of the terms or provisions of this Agreement are found to be legally unenforceable, then the remaining terms and conditions shall nevertheless be enforceable without regard to any such provisions or terms that are found to be legally unenforceable.

11. **Counterparts:**

This Agreement may be executed in counterparts, each of which when taken together shall constitute one binding Agreement.

IN WITNESS HEREOF, the parties hereto, have approved and executed this Agreement on the date set forth opposite their respective signatures.

Boys and Girls Club		Burbank Unified School District	
Shanna Warren	Date	Matt Hill, Ed.D.	Date
Executive Director		Superintendent of Schools	

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:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	November 17, 2022
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. John O'Neill Jr. wishes to donate to the District $250 to be used for AP (Advanced Placement) Tests for economically challenged students.

b. Burbank Arts Education Foundation (BAEF) wishes to donate to the District $2,000 to be used for playground yoga at Theodore Roosevelt Elementary School.

c. Burbank Arts Education Foundation (BAEF) wishes to donate to the District $2,000 to be used for flexible seating at Theodore Roosevelt Elementary School.

d. Burbank Arts Education Foundation (BAEF) wishes to donate to the District $474.05 to be used for STEM bins at Theodore Roosevelt Elementary School.

e. Burbank Arts Education Foundation (BAEF) wishes to donate to the District $460 to be used to purchase materials and supplies for Room #38 at Joaquin Miller Elementary School.

f. Burbank Arts Education Foundation (BAEF) wishes to donate to the District $4,000 to be used for an Instrumental Music Coach at John Muir Middle School.

g. Burbank Arts Education Foundation (BAEF) wishes to donate to the District $1,000 to be used for diversifying the library and classroom libraries at John Muir Middle School.

h. Burbank Arts Education Foundation (BAEF) wishes to donate to the District $324.94 to be used for "Reading is FUNdamental!" at John Muir Middle School.

i. Burbank Arts Education Foundation (BAEF) wishes to donate to the District $2,350 to be used for physical activities during lunch at Monterey High School.

j. Thomas Jefferson PTA wishes to donate to the District $4,259.82 to be used for Outdoor Science School Bus Transportation at Thomas Jefferson Elementary School.

k. California Community Foundation wishes to donate to the District $1,000 to be used as needed at William McKinley Elementary School.

l. WKS Pizza Corporation wishes to donate to the District $75.25 to be used for the student council at Thomas Edison Elementary School.

m. Smuggler Inc. wishes to donate to the District $2,500 to be used as needed at John Muir Middle School.

n. Cooler Waters Productions LLC wishes to donate to the District $4,000 to be used as needed at John Muir Middle School.

o. The Blackbaud Giving Fund wishes to donate to the District $576.93 to be used as needed at Dolores Huerta Middle School.

p. Parents wish to donate to the District $3,288 to be used for Outdoor Science School at William McKinley Elementary School.

TO: Board of Education / Superintendent Consent 11/17/2022

SUBMITTED BY: Sarah Niemann, Assistant Superintendent, Human Resources Services

SUBJECT: Certificated Personnel - Report Number 22-23-09 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.

RESIGNATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CARRILLO, JISELH Human Resources	Sub Tchr/spec Ed Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 10/13/2014	7/31/2022

ELECTION: PROBATIONARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
NOTHOM, JOSHUA Instructional Services	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-5750000	100	RA:005 - ST:08 STP: $1413	Transfer from BHS to ILA	10/24/2022

CHANGE OF END DATE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
LADD, DWIGHT Burroughs High School	Long Term Sub Teacher Chem/phys	01.0-00000.0-11100-10000-1160-7550000	100			8/10/2022 10/14/2022
CASPER, WILLIAM John Muir Middle School	Long Term Sub Teacher English	01.0-00000.0-11100-10000-1160-7550000	100			9/29/2022 10/18/2022

ELECTION: SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MORALES, MICHELLE Human Resources	Sub Tchr/spec Ed Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		10/27/2022
WADE, TYLER Human Resources	Sub Tchr/spec Ed Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		10/18/2022

ELECTION: SUB SCHOOL NURSE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
JACKSON, ANJELICA Human Resources	Sub School Nurse Sub School Nurse	01.0-00000.0-00000-31400-1260-7550000	100			8/25/2022

STIPEND: LONGEVITY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
HARBRIDGE, CHRISTINA	Longevity	01.0-00000.0-00000-31200-1214-7440000	70		To add 19 year longevity	10/1/2022
Special Education	19 Year Longevity	01.0-33110.0-50010-31200-1214-7440000	30	STP: $355		
MILLER, RENE	Longevity	01.0-00000.0-00000-31200-1214-7440000	50		To add 19 year longevity	10/1/2022
Special Education	19 Year Longevity	01.0-65460.0-50010-31200-1214-7440000	50	STP: $355		

CORRECTION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
KESHISHIAN, NARINEH	Elementary Teacher	01.0-00000.0-11100-10000-1110-2060000	100	RA:005 - ST:12	Correction of salary placement	8/8/2022
Jefferson Elementary School	Elementary Teacher - FTE:100%			STP: $1413		5/26/2023

ELECTION: LONG TERM SUBS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
NAZARYAN, MARINA	Long Term Spec Ed Sub Tchr	01.0-65000.0-57602-11100-1160-7440000	100	Salary Rate: $292.97		10/31/2022
Burbank High School	Substitute Teacher					12/23/2022
CHRISTENSEN, SAMANTHA	Long Term Spec Ed Sub Tchr	01.0-65000.0-57602-11100-1160-7440000	100	Salary Rate: $250.00		10/24/2022
John Muir Middle School	DHH					3/10/2023
RODRIGUEZ, LISA	Long Term Spec Ed Sub Tchr	01.0-65000.0-57602-11100-1160-7440000	100	Salary Rate: $250.00		10/5/2022
John Muir Middle School	Spec Ed					11/4/2022
MADDIGAN, DEBORAH	Long Term Sub Counselor	01.0-00000.0-00000-31100-1260-7550000	100	Salary Rate: $292.97		10/17/2022
John Muir Middle School	Counselor					11/25/2022
BENTON, NATHANIEL	Long Term Sub Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		10/17/2022
Burbank High School	PE					11/4/2022
SPARGUR, CONRAD	Long Term Sub Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $292.97		8/9/2022
Burroughs High School	English					11/7/2022
RODRIGUEZ, NANNETTE	Long Term Sub Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		10/17/2022
J Miller Elementary School	Kinder					12/15/2022
DIFONZO, NAKOTA	Long Term Sub Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		10/24/2022
John Muir Middle School	English					12/23/2022

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Retirement								
REYES, David	Lead Custodian	01.0-00100.0-00000-82100-2210-3200000		40-VI	A	11-18-22		Luther Middle School Began Service 01-28-82
Resignation								
CAMACHO, Aaron	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		42-III	D	10-26-22		Special Education
JANG, Min Kyeong	Food Service Assistant	13.0-53100.0-00000-37000-2210-2030000		33-1	D	10-21-22		Emerson Elementary School
LINDLEY, Amy	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		42-V	D	11-04-22		Special Education
Leave								
BROWN, Ken	Carpenter	01.0-81500.0-00000-81100-2210-7523000		61-VI	A	04-05-22	06-28-22	Facilities Services
Change of Assignment – Classification/Location/FTE								
ARBOGAST, Julie	Paraeducator-Special Education	01.0-33100.0-57602-11100-2110-3210000		35-VI	D	10-24-22		Huerta Middle School
HOVSEPYNA, Elma	Behavior Intervention Assistant	01.0-065000.0-57601-11905-2110-744000		42-IV	D	11-01-22		Special Education
JENKINS, Justina	Food Service Assistant	13.0-53100.0-00000-37000-2210-3200000		33-II	D	11-01-22		Luther Middle School
LOPEZ, Guillermo	Paraeducator-Special Education	01.0-65000.0-57602-11200-2110-4310000		35-I	D	10-25-22		Burbank High School
MURPHEY, Karin	Paraeducator- Special Education	01.0-33100.0-57601-11100-2110-3200000		38-VI	D	10-31-22		Luther Middle School
PAZ, Tracy	Paraeducator	01.0-00000.0-11100-10000-2110-2150000		33-II	D	10-24-22		Stevenson Elementary
PAIGE, Della	Lead Custodian	1.0-001000.0-00000-82100-2210-3210000		40-V	A	10-10-22		Dolores Huerta Middle School
PORTILLO, Carlos	Lead Custodian	01.0-00100.0-00000-82100-2210-4310000		40-V	A	09-26-22		Facilities Services
RECCHIA, Keith	Carpenter	01.0-81500.0-00000-81100-2210-7523000		51-V	A	10-25-22		Facilities Services
SAHAGUN, Elisa	Financial Analyst	01.0-00000.0-00000-72000-2410-7470000		60-II	A	10-26-22		Fiscal Services
SHAHBAZIAN, Shakeh	Campus Supervisor	01.0-00000.0-11100-10009-2910-3221000		36-VI	D	10-24-22		Muir Middle School
SHAHBAZIAN, Shakeh	Paraeducator-English Language Learner	01.0-01501.0-47600-10000-2110-3220000		34-IV	D	10-24-22		Muir Middle School

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 22-23-09

November 17, 2022
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Adams, Kelly	Spec Ed.	Intervention Planning	Hourly	$35.46	1.5	October
Abasta, Diana	BHS	Intervention Planning	Hourly	$35.46	1	September
Avagyan, Anush	BHS	Intervention Teaching	Hourly	$47.80	46.50	September – December
Banian, Jennifer	Jefferson	Intervention Planning	Hourly	$35.46	28	October – November
Banian, Jennifer	Jefferson	Intervention Teaching	Hourly	$47.80	84	October – November
Bentley, James	BHS	Intervention Planning	Hourly	$35.46	10	September
Bentley, James	BHS	Intervention Planning	Hourly	$35.46	20	October
Bowers, Lucia	Instruct.Srvs.	Additional .2 FTE	Monthly	$1,593.09	1	August – December
Boyle, Katherine	Luther	Intervention Teaching	Hourly	$47.80	30	September – May
Chugg, Kelli	Edison	Tchr, Additional Duties	Daily	$396.23	3	August - December
Clendenin, Erin	Jefferson	Intervention Planning	Hourly	$35.46	28	October – November
Clendenin, Erin	Jefferson	Intervention Teaching	Hourly	$47.80	84	October – November
Collazos, Martin	BHS	Intervention Planning	Hourly	$35.46	3	September
Crespy, Amilyn	CC	Additional Duties - OVT	Hourly	$27.64	10	October
Crespy, Amilyn	CC	Additional Duties	Hourly	$27.64	10	October
Crosby, Lucy	Mann CC	Class Coverage	Hourly	$48.92	6	October
Curran, Emily	Special Ed	Hourly Equivalent	Hourly	$91.75	38	October – May
Emamjomeh, Mojgahn	BHS	Intervention Planning	Hourly	$35.46	35.46	October
Forge, Joshua	Special Ed	Intervention Planning	Hourly	35.46	1	September
Grogan-Collazos,Tracey	BHS	Intervention Planning	Hourly	$35.46	2	September
Grogan-Collazos,Tracey	BHS	Intervention Planning	Hourly	$35.46	1	October
Holubek, Carol	BHS	Intervention Teaching	Hourly	$47.80	49	September – December
Jamison, Mozh	Luther	Intervention Teaching	Hourly	$47.80	5	September – October
Keshishi, Yvette	Adult	Additional Assignment	Hourly	$48.89	12.25	November
King, Jennifer	Luther	Intervention Teaching	Hourly	$47.80	30	September – May
Lewis, Laquianna	BHS	Intervention Planning	Hourly	$35.46	1	September
Lewis, Laquianna	BHS	Intervention Planning	Hourly	$35.46	3	October

Lopez-Ashkar, Yesenia	BHS	Intervention Planning	Hourly	$35.46	1	September
Lopez-Ashkar, Yesenia	BHS	Intervention Planning	Hourly	$35.46	3	October
Loyd, Marilyn	Providencia	Intervention Teaching	Hourly	$47.80	132	October – May
Loyd, Marilyn	Providencia	Intervention Teaching	Hourly	$47.80	224	October – May
Macho, Jenna	Miller	Intervention Teaching	Hourly	$47.80	20	September - October
Madrigal, Deborah	Instruct.Srvs.	Admin Additional Duties	Daily	$754.00	24	October – November
Marcy, Cathy	Providencia	Intervention Teaching	Hourly	$47.80	89	October – May
Marcy, Cathy	Providencia	Intervention Teaching	Hourly	$47.80	180	October – May
Marcy, Cathy	Providencia	Intervention Teaching	Hourly	$47.80	89	October – May
Marinelli, Jean	Miller	Intervention Teaching	Hourly	$47.80	16	September - October
McDermott, Matt	BHS	Intervention Planning	Hourly	$35.46	10	September
McDermott, Matt	BHS	Intervention Planning	Hourly	$35.46	7	October
McMenamin, Patrick	BHS	Grls.Volleyball FROSH	Stipend	$1,482.33	1	August – June
Miller, Kimbra	Special Ed	Home Teaching	Hourly	$37.89	190	September - May
Miron, Crystal	Special Ed	Intervention Planning	Hourly	$35.46	5	August – May
Molina , Cesar	Jefferson	Intervention Planning	Hourly	$35.46	28	October – November
Molina, Cesar	Jefferson	Intervention Teaching	Hourly	$47.80	84	October – November
Nittis, Pascual	Adult	Intervention Planning	Hourly	$35.46	3	August
Orsini, Marianna	BHS	Intervention Teaching	Hourly	$47.80	49	September – December
Patterson, Patricia	Special Ed	Intervention Planning	Hourly	$35.46	1.5	October
Piper, Morgan	BHS	Intervention Planning	Hourly	$35.46	1	October
Piper, Morgan	BHS	Intervention Planning	Hourly	$35.46	1	September
Piper, Morgan	BHS	Intervention Teaching	Hourly	$47.80	46.50	September – December
Real, Edwin	JBHS	Hd. Volleyball Coach	Stipend	$4,000.00	1	June – August
Saunders, Kelly	BHS	Intervention Teaching	Hourly	$47.80	46.50	September – December
Schmidt, Hank	BHS	Intervention Planning	Hourly	$35.46	4	October
Schmidt, Hank	BHS	Intervention Planning	Hourly	$35.46	4	September
Shah, Tracy	Edison	Intervention Planning	Hourly	$35.46	5	August
Shirvani, Araks	CC	Additional Duties – OVT	Hourly	$21.67	10	October
Stilgenbauer, Kymberly	CC	Additional Duties – OVT	Hourly	$26.34	.25	October
Udall, Kristin	Jefferson	Intervention Planning	Hourly	$35.46	28	October – November
Udall, Kristin	Jefferson	Intervention Teaching	Hourly	$47.80	84	October – November
Vehuni, Lilit	Adult	Additional Assignment	Hourly	$48.89	10	October – December
Wahe, Debra	Spec Ed.	Intervention Planning	Hourly	$35.46	8	November - December

Zsupnik, Cathleen	Mann CC	Class Coverage	Hourly	$48.92	12	October	

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Monthly								
DOELL, Lindsay	Library Coordinator – Elementary	01.0-01500.0-00000-24200-2210-2030000		36-I	D	11-07-22		Emerson Elementary
GABRIELYAN, Teresa	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2162000 01.0-00000.0-11100-10009-2910-2161000	.1728 .8272	33-I	D	11/01/22		Washington Elementary
MARKOSIAN, Alice	Payroll Technician	01.0-00000.0-00000-72000-2410-7470000		47-VI	A	11-01-22		Fiscal Services
MARROQUIN, Ralph	Campus Supervisor	01.0-32120.0-00000-83000-2210-7429000		36-I	D	11-01-22		Huerta Middle School
NAZARYAN, Armen	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2102000		33-I	D	11-01-22		Miller Elementary
QUINTERO, Mauro	Instructional Technology Media Specialist	01.0-00000.0-00000-24200-2210-2162000 01.0-30100.0-00000-24200-2210-2169000	.8333 .1667	40-I	D	11-01-22		Washington Elementary
ROBINSON, Alicia	Behavior Interventionist	01.0-65000.0-57601-31420-2211-7440000		L-IV	C	11-08-22		Special Education
SINGH, Damanpreet	Paraeducator-Special Education	01.0-33100.0-57602-11100-2110-3210000		35-II	D	11-07-22		Huerta Middle School
YUSUFOV, Camille	Accounting Assistant II	01.0-00000.0-00000-72000-2410-7470000		42-I	A	11-07-22		Fiscal Services
Election – Hourly								
AGHABEGI, Ana	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2150000		34-VI	D	11-01-22	11-30-22	Children's Center
AGHABEGI, Ana	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2150000		34-VI	D	10-01-22	11-30-22	Children's Center
ALVAREZ, Carlos	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	10-23-22	10-23-22	Facilities Services
ALVAREZ, Carlos	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	10-15-22	10-15-22	Facilities Services
ALVAREZ, Carlos	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	10-08-22	10-08-22	Facilities Services
ALVAREZ, Luis	Painter	01.0-00100.0-00000-82100-2240-7521000		51-VI	A	10-08-22	10-08-22	Facilities Services
ALVAREZ, Omar	Custodian	01.0-00100.0-00000-82100-2240-7521000		35-VI	A	08-13-22	08-13-22	Facilities Services
AMBROSE, Liliana	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-VI	D	10-1-22	10-31-22	Burbank High School
AMBROSE, Liliana	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-VI	D	10-01-22	10-31-22	Burbank High School
AMBROSE, Liliana	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-VI	D	10-01-22	10-31-22	Burbank High School

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
ANGUINO, Anna Marie	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2090000		34-VI	D	10-01-22	11-30-22	Children's Center
ARZUMANYAN, Anahit	Bilingual Translator	01.0-00000.0-00000-27000-2950-2061000		16.24	G	10-01-22	05-31-23	Jefferson Elementary
ARZUMANYAN, Anahit	Bilingual Translator	01.0-00000.0-00000-27000-2950-2130000		16.24	G	10-18-22	10-18-22	Providencia Elementary
AYALA, Jose R.	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	10-15-22	10-15-22	Facilities Services
AYALA, Jose R.	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	10-08-22	10-08-22	Facilities Services
BABAIAN, Agatia	Paraeducator – Children's Center	12.0-50250.1-11100-10000-2130-2050000		34-VI	A	11-01-22	01-31-23	Children's Center
BARILLAS, Sergio	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	09-23-22	10-22-22	Facilities Services
BARRAZA, Emigdio	Community Resource Assistant	01.0-00000.0-00000-27000-2240-3201000		33-VI	D	10-01-22	10-31-22	Luther Middle School
BUSFIELD, Ana	Campus Supervisor	01.0-00000.0-00000-83000-2240-3201000		36-II	D	10-01-22	10-31-22	Luther Middle School
BUSFIELD, Ana	Campus Supervisor	01.0-00000.0-00000-83000-2240-3201000		36-II	D	10-01-22	10-31-22	Luther Middle School
CAFFEY, Danielle	Food Service Assistant	13.0-53100.0-00000-37000-2230-3210000		33-I	D	10-15-22	05-23-23	Dolores Huerta Middle School
CARCAMO BARRONDO, Gustavo	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-VI	D	10-01-22	10-31-22	Burbank High School
CARCAMO BARRONDO, Gustavo	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-VI	D	10-01-22	10-31-22	Burbank High School
CARRASCO, Janel	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-VI	D	10-01-22	10-31-22	Burbank High School
CARRASCO, Janel	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-VI	D	10-01-22	10-31-22	Burbank High School
CASCOLAN, Maria	Senior Secretary	01.0-00000.0-00000-27000-2440-4321000		42-VI	B	05-01-22	05-31-22	Burroughs High School
CASTILLO-CABRERA, Jose Antonio	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	05-30-22	05-30-22	Facilities Services
CASTILLO-CABRERA, Jose Antonio	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	10-14-22	10-14-22	Facilities Services
CLARK, Shane	Technology Support Specialist I	01.0-00000.0-00000-77000-2440-7731000		49-III	A	10-15-22	10-15-22	Technology Services

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
CLARK, Tristan	Plant Engineer	01.0-85100.0-00000-81100-2240-7523100		56-VI	A	08-30-22	08-30-22	Facilities Services
COCA, Leslie	Paraeducator – English Language Learner	01.0-01501.0-47600-10000-2130-2060000		34-VI	D	08-24-22	09-06-22	Jefferson Elementary
CONTRERAS, Francisca	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2131000		33-IV	D	10-07-22	10-14-22	Providencia Elementary
COVA, Jaime	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	10-10-22	10-12-22	Facilities Services
COVA, Jaime	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	10-13-22	10-21-22	Facilities Services
CRUZ, Guillermo	Campus Supervisor	01.0-90904.0-00000-83000-2240-4328100		36-VI	D	10-1-22	10-31-22	Burroughs High School
CRUZ, Guillermo	Campus Supervisor	01.0-90904.0-00000-83000-2240-4328100		36-VI	D	10-28-22	10-28-22	Burroughs High School
DE LA CRUZ, Johanna	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-VI	D	10-01-22	10-31-22	Burbank High School
DE LA CRUZ, Johanna	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-VI	D	10-01-22	10-31-22	Burbank High School
DE LA CRUZ, Johanna	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-VI	D	10-01-22	10-31-22	Burbank High School
DE LEON, Juan	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	10-15-22	10-15-22	Facilities Services
DIAZ, Basilio	Custodian	01.0-00100.0-00000-82100-2260-7520001		36-V	A	10-17-22	10-17-22	Facilities Services
DIAZ, Juan Carlos,	Custodian	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	10-21-22	10-21-22	Facilities Services
DIAZ, Juan Carlos,	Custodian	01.0-00100.0-00000-82100-2240-7521000		40-VI	A	07-18-22	07-18-22	Facilities Services
DUENAS, Christina	Campus Supervisor	01.0-00000.0-00000-83000-2230-3201000		36-VI	D	10-01-22	10-31-22	Luther Middle School
DUENAS, Christina	Campus Supervisor	01.0-00000.0-00000-83000-2240-3201000		36-VI	D	10-01-22	10-31-22	Luther Middle School
ERLICH, Jill	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2010000		34-VI	D	11-01-22	11-30-22	Children's Center
FARAZDAGHI, Marlene	Human Resources Analyst-Certificated	01.0-00000.0-00000-72000-2440-7551000		50-VI	A	09-01-22	12-31-22	Human Resources
FERNANDEZ, Fernando	Campus Supervisor	01.0-90904.0-00000-83000-2240-4328100		36-III	D	10-1-22	10-31-22	Burroughs High School
GALOUSTIAN, Anahid	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2150000		34-VI	D	11-01-22	11-30-22	Children's Center

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
GARABEDIAN, Silvia	Paraeducator-English Language Learner	01.0-01500.0-00000-27000-2950-7422000		15.00	F	10-19-22	05-31-23	Instructional Services
GARCIA, Manuel	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	08-19-22	08-19-22	Facilities Services
GILCHRIST, Emmanuel	Custodian	01.0-90708.0-81000-50002-2240-7528000		36-VI	A	10-15-22	10-15-22	Facilities Services
GILMORE, Miles	Campus Supervisor	01.0-90904.0-00000-83000-2230-4318100		36-II	D	10-22-22	10-22-22	Burbank High School
GILMORE, Miles	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-II	D	10-22-22	10-22-22	Burbank High School
GOMEZ, Sarita	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		16.24	G	10-20-22	05-31-23	Instructional Services
GONZALEZ, Juan	Low Voltage Electrician	01.0-81500.0-00000-81100-2240-7523100		54-VI	A	09-11-22	09-11-22	Facilities Services
GONZALEZ, Valdez F	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	10-15-22	10-15-22	Facilities Services
GONZALEZ, Valdez F	Custodian	01.0-00100.0-00000-82100-2240-7521000		35-VI	A	07-18-22	07-18-22	Facilities Services
GUEFFROY, Katherine	Educational Interpreter I	01.0-65000.0-57602-11104-2130-7440000		54-VI	D	10-01-22	05-23-23	Special Education
HARTOUN MARDIRSAN, Odet	Paraeducator - Children's Center	12.0-90602.0-11100-10000-2140-2140000		34-VI	D	11-01-22	11-30-22	Children's Center
HYRAPATIAN, Siranoosh	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-7540000		34-VI	D	10-01-22	10-31-22	Children's Center
HYRAPATIAN, Siranoosh	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2140000		34-VI	D	10-01-22	10-31-22	Children's Center
ISAIAN, Helen	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2060000		34-VI	D	11-01-22	11-30-22	Children's Center
KANE, Timothy	Food Service Assistant	13.0-53100.0-00000-37000-2260-7490000		33-I	G	10-27-22		Human Resources
KUKAWASKI, John	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-V	D	10-01-22	10-31-22	Burbank High School
KUKAWASKI, John	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-V	D	10-01-22	10-31-22	Burbank High School
KUKAWASKI, John	Campus Supervisor	01.0-00000.0-00000-83000-2240-4311000		36-V	D	10-04-22	10-04-22	Burbank High School
LEDZEMA, Reina	Custodian	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	10-15-22	10-16-22	Facilities Services
LEVITT, Edward	Fee-Based Teacher	11.0-00639.0-41120-10000-2130-5330000		$29.51	F	10-01-22	12-23-22	Burbank Adult School

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Election – Hourly (Continued)								
MACLAREN, M'Lisa	Food Services Operations Technician	13.0-53100.0-00000-37000-2440-7490000		44-VI	A	10-15-22	10-31-22	Food Services
MACLAREN, M'Lisa	Food Services Operations Technician	13.0-53100.0-00000-37001-2440-7490000		44-VI	A	10-15-22	05-23-23	Food Services
MARTINEZ, Marvin	HVAC Mechanic	01.0-85100.0-00000-81100-2240-7523100		56-VI	A	08-30-22	08-30-22	Facilities Services
MC CORKLE, Stephanie	Campus Supervisor	01.0-00000.0-00000-83000-2230-3201000		36-VI	D	09-01-22	10-31-22	Luther Middle School
MCDONALD, Cheryl	Campus Supervisor	01.0-00000.0-00000-83000-2230-3211000		36-VI	D	08-01-22	08-31-22	Huerta Middle School
MCDONALD, Cheryl	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-VI	D	10-01-22	10-31-22	Burbank High School
MCDONALD, Cheryl	Campus Supervisor	01.0-00000.0-00000-83000-2240-3211000		36-VI	D	10-28-22	10-28-22	Huerta Middle School
MEDINA, Christian	Technology Support Specialist I	01.0-00000.0-00000-77000-2440-7731000		49-I	A	10-15-22	10-15-22	Technology Services
MEECHUDHONE, Vicky	Food Service Assistant	13.0-53100.0-00000-37000-2230-4310000		33-II	D	10-01-22	05-23-23	Burbank High School
MEJIA-LORETO, Pedro	Irrigation Specialist	01.0-81500.0-00000-81100-2240-7523100		36-II	A	10-08-22	10-08-22	Facilities Services
MELIKIAN, Lilia	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2090000		34-VI	D	11-01-22	11-30-22	Children's Center
MENENDEZ, Juan	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-VI	D	10-01-22	10-31-22	Burbank High School
MIRZAKHANIAN, Alice	Paraeducator – Children's Center	12.0-61050.0-00010-10000-2130-2160000		34-VI	D	10-21-22		Washington Children's Center
MONTERO, Aurora	Food Service Assistant	13.0-53100.0-00000-37000-2230-4310000		33-VI	D	10-01-22	05-23-23	Burbank High School
NASRALLAH, Nancy	Paraeducator – English Language Learner	01.0-42030.0-47600-10000-2130-2059000		34-VI	D	10-01-22	10-20-22	Bret Harte Elementary
NGUYEN-MAI, Yen	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2100000		34-VI	D	10-18-22		Children's Center
NGUYEN-MAI, Yen	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2100000		34-VI	D	11-01-22	11-30-22	Children's Center
OBRIEN, Jonathon	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-VI	D	10-01-22	10-31-22	Burbank High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
PAIGE, Della	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	08-28-22	08-28-22	Facilities Services
PAIGE, Della	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	10-08-22	10-08-22	Facilities Services
PAIGE, Della	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	10-15-22	10-15-22	Facilities Services
PAIGE, Della	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-V	A	10-17-22	10-17-22	Facilities Services
PEREZ, Joseph	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	10-15-22	10-15-22	Facilities Services
PONCE, Maria	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	10-10-22	10-12-22	Facilities Services
PORTILLO, Carlos	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	10-08-22	10-08-22	Facilities Services
POZOS, Salvador	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	10-12-22	10-12-22	Facilities Services
POZOS, Salvador	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	10-07-22	10-07-22	Facilities Services
POZOS, Salvador	Custodian	01.0-00100.0-00000-82100-2240-7521000		35-VI	A	10-07-22	10-07-22	Facilities Services
POZOS, Salvador	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	10-04-22	10-04-22	Facilities Services
POZOS, Salvador	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	10-03-22	10-03-22	Facilities Services
POZOS, Salvador	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-29-22	09-29-22	Facilities Services
POZOS, Salvador	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-30-22	09-30-22	Facilities Services
QUITERIO, Cindy	Executive Assistant-Human Resources	01.0-00000.0-00000-72000-2440-7551000		08-07	A	09-01-22	12-31-22	Human Resources
RECCHIA, Keith	Facilities Worker	01.0-81500.0-00000-81100-2240-7523100		45-VI	A	10-05-22	10-05-22	Facilities Services
RECINOS, Karina	Food Services Serving Kitchen Operator	13.0-53100.0-0000037000-2230-2060000		37-II	D	10-15-22	11-18-22	Jefferson Elementary
RIOS, Lydia	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2010000		34-VI	C	10-01-22	11-30-22	Children's Center
SABAS-DUARTE, Aura	Food Service Utility Driver	13.0-53100.0-00000-37001-2230-3200000		38-VI	D	10-01-22	05-23-23	Luther Middle School
SHAHBAZIAN, Shakeh	Bilingual Translator	01.0-01500.0-00000-27000=2950-7422000		16.24	G	10-20-22	05-31-23	Instructional Services
SHAW, Maureen	Campus Supervisor	01.0-90904.0-00000-83000-2240-4328100		36-I	G	10-28-22	10-28-22	Burroughs High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
STEPHANIE, McCorkle	Campus Supervisor	01.0-00000.0-00000-83000-2240-3201000		36-VI	D	09-01-22	10-31-22	Luther Middle School
TEJEDA, Liliana	Office Assistant- Adult School	11.0-63910.0-41101-27000-2440-5330000 11.0-63910.0-41102-27000-2440-5330000 11.0-63910.0-41104-27000-2440-5330000 11.0-63910.0-41106-27000-2440-5330000	.15 .35 .35 .15	37-III	B	07-27-22	12-23-22	Burbank Adult School
TORRES, Connie	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	10-07-22	10-16-22	Facilities Services
TORRES, Jorge	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-21-22	09-21-22	Facilities Services
VALLES, Fidel	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	10-08-22	10-08-22	Facilities Services
VASQUEZ, Jose	Campus Supervisor	01.0-00000.0-00000-83000-2240-3211000		36-II	D	10-28-22	10-28-22	Huerta Middle School
VASQUEZ GRANILLO,	Paraeducator-Children's Center	12.0-90602.0-11100-10000-2140-7540000		34-I	G	10-03-22	10-14-22	Children's Center
VILLALTA, Maria	Food Service Assistant	13.0-53100.0-00000-37001-2230-3200000		33-VI	D	10-15-22	05-23-23	Food Services
WADE, Cheretta	Human Resources Technician	01.0-00000.0-00000-72000-2440-7551000		43-V	A	10-1-22	12-31-22	Human Resources
WEBSTER, Michelle	Fee-Based Teacher	11.0-00639.0-41120-10000-2130-5330000		$29.51	F	08-01-22	12-23-22	Burbank Adult School
WILKEN, Tonya	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2020000		34-VI	D	11-01-22	11-30-22	Children's Center
Election – Student Helpers								
ADDISON, Jayden	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	07-01-22	06-30-23	Special Education
ALDANA-PERE, Kara	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	07-01-22	06-30-23	Special Education
ALEVERDI, Evelyn	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	06-01-22	06-30-23	Special Education
ALEVERDI, Evelyn	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	06-01-22	06-30-23	Special Education
ALVARADO CASTRO, Myisha Anahi	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-12-22	06-30-23	Special Education
BIN, Jonathan Manuel	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education
BIN, Jonathan Manuel	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Student Helpers (Continued)								
CAMPBELL, Thomas	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	06-01-22	06-30-22	Special Education
CAMPBELL, Thomas	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	07-01-22	06-30-23	Special Education
CANO, Jason	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-12-22	06-30-23	Special Education
CRUZ, Michael	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education
CRUZ, Michael	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education
DAGESTINO, Stella	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education
DAGESTINO, Stella	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education
DANIELIAN, Narek	Student Helper	13.0-53100.0-00000-37000-2933-4310000		15.00	F	10-01-22	05-25-23	Burbank High School
DOMINGO, Joseph	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	07-01-22	06-30-23	Special Education
DELLALYAN, Elizabeth	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		15.00	F	10-12-22	06-30-23	Special Education
DELLALYAN, Elizabeth	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-12-22	06-30-23	Special Education
EGURROLA, Natalie	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education
EGURROLA, Natalie	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education
ENGEL, Amryiana	Student Helper	13.0-53100.0-00000-37000-2933-4320000		15.00	F	10-01-22	05-25-23	Burroughs High School
FERNANDEZ, Diana	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	07-01-22	06-30-23	Special Education
FRECK, Zachary	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		15.00	F	10-10-22	06-30-23	Special Education
FRECK, Zachary	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-24-22	06-30-23	Special Education
GARCIA, Nicole	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education
GARCIA, Nicole	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education
GERMOSEN, Paige	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-12-22	06-30-23	Special Education
GONZALEZ, Nicholas	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	06-01-21	06-30-22	Special Education
GONZALEZ, Nicholas	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	06-01-22	06-30-22	Special Education
GOODING, Mateo	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-12-22	06-30-22	Special Education

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Student Helpers (Continued)								
GREENE, Landon	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-19-22	06-30-23	Special Education
GREENE, Landon	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		15.00	F	10-19-22	06-30-23	Special Education
GUEVARA-MICHEL, Adrian	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	06-01-22	06-30-22	Special Education
GUEVARA-MICHEL, Adrian	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	07-01-22	06-30-23	Special Education
HERNANDEZ, Anita	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	06-16-22	06-30-22	Special Education
HERNANDEZ, Anita	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	07-01-22	06-30-22	Special Education
HILDEBRANDT, Kiana	Student Helper	13.0-53100.0-00000-37000-2933-4320000		15.00	F	10-01-22	05-25-23	Burroughs High School
HUETE, Tatiana	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		15.00	F	10-10-22	06-30-23	Special Education
HUETE, Tatiana	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-13-22	06-30-23	Special Education
HUNGERFORD, Alessia	Student Helper	13.0-53100.0-00000-37000-2933-4320000		15.00	F	10-01-22	05-25-23	Burroughs High School
JOVER, Magnus Atticus	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	07-01-22	06-30-23	Special Education
KIM, Audrey	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	06-30-22	06-30-22	Special Education
KIM, Audrey	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	07-30-22	06-30-23	Special Education
KNUTSON, Dylan	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	11-01-22	06-30-23	Special Education
KNUTSON, Dylan	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		15.00	F	11-01-22	06-30-23	Special Education
LOPEZ, Oden	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	06-01-22	06-30-22	Special Education
LOPEZ, Oden	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	07-01-22	06-30-23	Special Education
NEMETH, Gabriel	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-12-22	06-30-23	Special Education
RIVAS, Nathon	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-12-22	06-30-23	Special Education
RODRIGUEZ, Carlos	Student Helper	13.0-53100.0-00000-37000-2933-4310000		15.00	F	01-03-22	05-25-22	Burbank High School
SALAS, Jordan	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	07-01-22	06-30-23	Special Education

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Student Helpers (Continued)								
SALAZAR GARRIDO, Aldo	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	06-16-22	06-30-22	Special Education
SALAZAR GARRIDO, Aldo	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	07-01-22	06-30-23	Special Education
SCHAPER, Mason	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		15.00	F	11-01-22	06-30-23	Special Education
SCHAPER, Mason	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	11-01-22	06-30-23	Special Education
SCHLOSSMAN, Haley	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education
SCHLOSSMAN, Haley	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education
SCHWADRON, Daniel	Student Helper	13.0-53100.0-00000-37000-2933-4320000		15.00	F	10-01-22	05-25-23	Burroughs High School
SEBETIC, Christian	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-12-22	06-30-23	Special Education
SHAHBAZIAN, Sarah	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education
SHAHBAZIAN, Sarah	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education
SKIENDIEL, Tyler	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	06-16-22	06-30-22	Special Education
SKIENDIEL, Tyler	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	07-01-22	06-30-23	Special Education
SMITH, Abigail	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education
SMITH, Abigail	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		15.00	F	10-17-22	06-30-23	Special Education
SURICO, Adam	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	11-01-22	06-30-23	Special Education
SURICO, Adam	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		15.00	F	11-01-22	06-30-23	Special Education
TOPCHYAN, Kristina	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-12-22	06-30-23	Special Education
Tzul, Levi	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	10-12-22	06-30-23	Special Education
WILKE, Daniel	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	06-16-22	06-30-22	Special Education
WILKE, Daniel	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	07-01-22	06-30-23	Special Education

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach								
AHMED, Shaheen	Short Term Athletic	01.0-00000.0-15001-41002-2171-4310000		106.00	F	06-01-22	06-30-22	Burbank High School
BARTELT, Benjamin	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		15.00	F	09-01-22	09-30-23	Burbank High School
BARTELT, Benjamin	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		15.00	F	10-01-22	10-31-22	Burbank High School
BELTRAN,	Short Term Athletic	01.0-00000.0-15001-41002-2171-4310000		106.00	F	06-01-22	06-30-22	Burbank High School
BRIONES, John	Short Term Performing Arts	01.0-90904.0-17007-41001-2171-3228100		15.00	F	08-15-22	12-31-22	Muir Middle School
CALDERON, Nicholas	Short Term Athletic	01.0-00000.0-15001-41002-2171-4320000		106.00	F	05-01-22	05-31-22	Burroughs High School
CARD, Zach	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		106.00	F	06-01-22	06-30-22	Burbank High School
CASTILLO, Cory	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		15.00	F	10-01-22	10-31-22	Burbank High School
COWART III, James	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		15.00	F	09-01-22	09-30-22	Burbank High School
DE CARO, Michael Anthony	Short Term Athletic	01.0-00000.0-15001-41002-2171-4320000		106.00	F	05-01-22	05-31-22	Burroughs High School
ELLIS, Allan Jeremy	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		15.00	F	05-01-22	08-31-22	Burroughs High School
ELLIOT, John	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		15.00	F	11-01-22	01-31-23	Burroughs High School
FABREGAR, Paolo	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		15.00	F	04-11-22	06-30-22	Burbank High School
FOURMY, Max	Short Term Athletic	01.0-90904.0-17006-41002-2171-4318100		15.00	F	05-01-22	05-31-22	Burbank High School
GARCIA, Andrew	Short Term Performing Arts	01.0-90904.0-17011-41000-2171-4318100		15.00	F	09-01-22	09-30-22	Burbank High School
GARCIA, Art	Short Term Athletic	01.0-00000.0-15001-42000-1171-4310000		15.00	F	05-05-22	10-31-22	Burbank High School
HART, Robert	Short Term Athletic	01.0-90201.0-15001-42000-2171-4318702		15.00	F	06-01-22	06-30-22	Burbank High School
HART, Robert	Short Term Athletic	01.0-90201.0-15001-42000-2171-4318702		15.00	F	05-01-22	05-31-22	Burbank High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach (Continued)								
HART, Robert	Short Term Athletic	01.0-90201.0-15001-42000-2171-4318702		15.00	F	07-01-22	07-31-22	Burbank High School
HART, Robert	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		15.00	F	06-01-22	06-30-22	Burbank High School
HENDERSON-DEANE Cindy Lynn	Short Term Performing Arts	01.0-00000.0-15001-42002-2171-4310000		15.00	F	09-01-22	09-30-23	Burbank High School
HENDERSON-Deane Cindy	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		15.00	F	10-01-22	10-31-22	Burbank High School
KOULOUVARIS, Scott	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		15.00	F	11-01-22	01-31-23	Burroughs High School
LEBENS, Danielle Nicole	Short Term Performing Arts	01.0-30100.0-15000-42000-2171-3229000		15.00	F	10-05-22	12-31-22	Muir Middle School
LOGAN, Nicolina	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		15.00	F	09-01-22	09-30-23	Burbank High School
LOGAN, Nicolina	Short Term Performing	01.0-90904.0-17006-41002-2171-4318100		15.00	F	10-01-22	10-31-22	Burbank High School
LONEY, James Eldredge	Short Term Athletic	01.0-90201.0-17007-41001-2171-4318600		15.00	F	03-01-22	03-31-22	Burbank High School
MAGOON, Alyssa Nicole	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		15.00	F	09-15-22	05-26-23	Burroughs High School
MARBACH, Daniel	Short Term Athletic	01.0-00000.0-15001-42002-2171-4320000		15.00	F	05-01-22	05-31-22	Burroughs High School
MINTZ-KREYNS,	Short Term Performing Arts	01.0-90904.0-17007-41001-2171-3228100		15.00	F	03-01-22	05-27-22	Muir Middle School
NELSON, Paul	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		15.00	F	09-01-22	09-30-23	Burbank High School
NELSON, Paul	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		15.00	F	10-01-22	10-31-22	Burbank High School
NELMS, Nijah	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		15.00	F	06-01-22	06-30-22	Burbank High School
ORTEGA-JENNISON, Martin	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		15.00	F	06-01-22	07-31-22	Burroughs High School
PITTEL, Elizabeth Levin	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		15.00	F	10-01-22	10-31-22	Burbank High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach (Continued)								
PALMA, Jelito John	Short Term Athletic	01.0-00000.0-15001-42002-2171-4320000		15.00	F	05-01-22	05-31-22	Burroughs High School
RIZZO, Jenny	Short Term Performing Arts	01.0-90904.0-17007-41001-2171-3228100		15.00	F	08-15-22	12-31-22	Muir Middle School
SANCHEZ, Melissa	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		191.00	F	06-01-22	06-30-22	Burbank High School
STRANG, Sheila	Short Term Athletic	01.0-00000.0-15001-42002-2171-4320000		106.00	F	05-01-22	05-31-22	Burroughs High School
UGALDE ROBLES, Leonardo	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		15.00	F	09-01-22	09-30-23	Burbank High School
UGALDE ROBLES, Leonardo	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		15.00	F	10-01-22	10-31-22	Burbank High School
UVAS, Ian	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4328100		15.00	F	08-15-22	12-31-22	Burroughs High School
UVAS, Ian	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		15.00	F	10-01-22	10-31-22	Burbank High School
VAN DEN ELZEN, Kevin	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		15.00	F	09-01-22	09-30-23	Burbank High School
VAN DEN ELZEN, Kevin	Short Term Performing Arts	01.0-90904.0-17006-41102-2171-3228100		15.00	F	04-01-22	05-27-22	Muir Middle School
VAN DEN ELZEN, Kevin	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		15.00	F	10-01-22	10-31-22	Burbank High School
VON NOTIAS, Greg	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		15.00	F	10-01-22	10-31-22	Burbank High School

Signature Sarah Niemann

Title: Assistant Superintendent, Human Resources Services

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BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 10/11/2022 & 10/24/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23000293	BMC WEST LLC	C/O 1: INCREASE BY $8,000.00; 2022-23 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$10,000.00
23000357	LOWE'S HOME IMPROVEMENT	C/O 1: INCREASE BY $30,000.00; 2022-23 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$35,000.00
23000510	CLIFTONLARSONALLEN LLP	C/O 1: INCREASE BY $12,000.00 - BD 10/6/22; PROFESSIONAL SERVICES AGREEMENT FOR AUDIT SERVICES; YEAR 3 OF 3; BOARD APPROVED 6/4/20	FISCAL SERVICES	010	$91,500.00
23000665	ROBERT HALF; ACCOUNTEMPS	C/O 1: INCREASE BY $10,000.00; PROFESSIONAL SERVICES; CLERICAL SUPPORT; BOARD APPROVED 6/2/22	PERSONNEL SERVICES	010	$24,850.00
23000788	PROFESSIONAL TUTORS OF AMERICA, INC	C/O 1: CANCEL ORDER; CARRYOVER PO 22002792; PROFESSIONAL SERVICES; COMPENSATORY EDUCATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 2/17/22	SPECIAL EDUCATION	010	$400.00
23000893	MPI MILLER PLUMBING INC	C/O 1: INCREASE BY $1,411.00 - BD 10/20/22; CARRYOVER OF PO 22000620; BID 2021-003-04 UNDERGROUND SITE UTILITIES & PLUMBING FOR TWO-STORY MODULAR BUILDING PROJECT @ DISNEY ES; BOND FUNDS; BOARD APPROVED 3/4/21, 3/18/21 & 5/5/22	FACILITIES SERVICES	213	$11,992.40
23000901	CHALMERS CONSTRUCTION SERVICES INC.	C/O 1: INCREASE BY $20,443.55 - BD 10/6/22; CARRYOVER OF PO 22000621; BID 2021-003-02 DEMOLITION, EARTHWORK & AC PAVING FOR TWO-STORY MODULAR BUILDING PROJECT @ DISNEY ES; BOND FUNDS; BOARD APPROVED 3/4/21, 3/18/21 & 6/16/22	FACILITIES SERVICES	213	$252,593.55
23000970	SCHWEGMAN, COURTNEY	C/O 1: REDUCE BY $500.00; 2022-23 BLANKET ORDER; REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$4,500.00
23001027	SOUTHWEST SCHOOL & OFFICE SUPPLY	C/O 1: INCREASE BY $1,000.00; 2022-23 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	INDEPENDENT LEARNING ACADEMY (ILA)	010	$1,300.00
23001082	GRAINGER INC	C/O 2: CANCEL ORDER; HVAC SUPPLIES; PROP 98-LLM FUNDS	FACILITIES SERVICES	010	$5,066.91
23001129	EDUCATION THROUGH MUSIC L.A.	C/O 1: REVISE ACCOUNT STRING; CONSULTANT AGREEMENT; MUSIC INSTRUCTION; GIFT FUNDS; BOARD APPROVED 7/21/22	WASHINGTON ELEMENTARY	010	$11,750.75
23001236	FIRST STUDENT, INC	C/O 1: INCREASE BY $23.31; STUDENT TRANSPORTATION; GIFT FUNDS	EDISON ELEMENTARY	010	$1,481.24

BOARD DETAIL REPORT

Printed between 10/11/2022 & 10/24/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23001398	TEXTBOOK WAREHOUSE INC	C/O 1: CANCEL ORDER; TEXTBOOKS - ADOPTED; LOTTERY - INSTRUCTIONAL MATERIALS FUNDS; BOARD APPROVED 7/17/2003	MUIR MIDDLE SCHOOL	010	$0.01
23001516	IZURIETA FENCE COMPANY INC	C/O 1: INCREASE BY $3,866.36 - BD 10/20/22; CARRYOVER PO 22002485; 1920-012 FURNISH AND INSTALL CHAIN LINK FENCE AND SWING GATE AT DISNEY ES; BOND FUNDS; BOARD APPROVED 1/20/22	FACILITIES SERVICES	213	$41,262.94
23001535	BOYS & GIRLS CLUB OF BURBANK	C/O 1: BD APPROVAL REVISED TO 11/3/22; 2022-23 AGREEMENT; ASES PROGRAM; ASES FUNDS; BOARD APPROVED 10/20/22	INSTRUCTIONAL SERVICES	010	$300,000.00
23001544	REAL OT SOLUTIONS, INC.	INSTRUCTIONAL MATERIALS; MEDI-CAL FUNDS	SPECIAL EDUCATION	010	$9,315.71
23001549	AMAZON CAPITAL SERVICES	C/O 1: RETURN ITEM; TECHNOLOGY SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$595.13
23001568	RUSSELL SIGLER INC	C/O 1: REVISE ACCOUNT STRING; HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$14,222.25
23001671	AMAZON CAPITAL SERVICES	C/O 1: PARTIAL REFUND; CLASSROOM SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$554.40
23001685	EAI EDUCATION	CLASSROOM SUPPLIES; LOTTERY - INSTRUCTIONAL MATERIALS FUNDS	BURBANK HIGH SCHOOL	010	$360.15
23001700	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$86.94
23001701	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$343.58
23001702	KULBERG, SHARI	REIMBURSEMENT TO SPEECH PATHOLOGIST FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$10.39
23001703	HOUGHTON MIFFLIN HARCOURT SCHOOL DIVISION	TEXTBOOKS - ADOPTED; LOTTERY - INSTRUCTIONAL MATERIALS FUNDS; BOARD ADOPTED ON 3/2/2017	LUTHER BURBANK MIDDLE SCHOOL	010	$3,008.50
23001704	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	STEVENSON ELEMENTARY	010	$298.61
23001705	AMERICAN TRANSPORTATION SYSTEMS	STUDENT TRANSPORTATION; GIFT FUNDS	EMERSON ELEMENTARY	010	$7,760.00
23001706	FILE KEEPERS, LLC	2022-2023 BLANKET ORDER; DOCUMENT SHREDDING SERVICE; ADULT EDUCATION - BLOCK GRANT AND GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$500.00
23001707	EMERALD COVE OUTDOOR SCIENCE INSTITUTE	OSS STUDENT ADMISSION DEPOSIT; GIFT FUNDS; BOARD APPROVED 10/6/22	EMERSON ELEMENTARY	010	$2,270.50
23001708	EMERALD COVE OUTDOOR SCIENCE INSTITUTE	OSS STUDENT ADMISSION DEPOSIT; GIFT FUNDS; BOARD APPROVED 10/6/22	STEVENSON ELEMENTARY	010	$1,935.90
23001709	US BANK NATIONAL ASSOCIATION	CLASSROOM FURNITURE; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$223.52

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23001710	NATIONAL SEATING & MOBILITY, INC.	CLASSROOM FURNITURE; ACCOUNTS RECEIVABLE FUNDS	HORACE MANN CENTER	010	$977.04
23001711	K-LOG	CLASSROOM FURNITURE; CHUCK LORRE FAMILY GRANT	VARIOUS SITES	010	$2,349.98
23001712	MUSIC JUNCTION	CONSULTANT AGREEMENT; CHOIR INSTRUCTION; GIFT FUNDS; BOARD APPROVED 10/20/22	EMERSON ELEMENTARY	010	$2,400.00
23001713	PHILLIPS, EMILY	CONSULTANT AGREEMENT; YOGA INSTRUCTION; GIFT FUNDS; BOARD APPROVED 8/18/22	ROOSEVELT ELEMENTARY	010	$3,480.00
23001714	BOX CARS AND ONE-EYED JACKS, INC	CONSULTANT AGREEMENT; VIRTUAL MATH & LITERACY EVENT; TITLE III LEP STUDENT PROGRAM FUNDS; BOARD APPROVED 10/20/22	EMERSON ELEMENTARY	010	$500.00
23001715	PROTOCOL AGENCY, INC.	PROFESSIONAL SERVICES; LICENSED VOCATIONAL NURSE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 10/6/22	SPECIAL EDUCATION	010	$55,991.00
23001716	PROTOCOL AGENCY, INC.	PROFESSIONAL SERVICES; LICENSED VOCATIONAL NURSE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 10/6/22	SPECIAL EDUCATION	010	$73,514.00
23001717	THE GENESIS GROUP INC.	PROFESSIONAL SERVICES; CREDENTIALED TEACHER; SPECIAL EDUCATION FUNDS; BOARD APPROVED 10/6/22	SPECIAL EDUCATION	010	$102,900.00
23001718	SODE SCHOOL OF PERFORMING ARTS	CONSULTANT AGREEMENT; MUSIC CLASSES; EXPANDED LEARNING OPPORTUNITIES PROGRAM FUNDS; BOARD APPROVED 10/6/22	CHILD DEVELOPMENT SERVICES	010	$57,070.00
23001719	SPECIAL EDUCATION PARENT	REIMBURSEMENT TO PARENT FOR TRANSPORTATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 10/6/22	SPECIAL EDUCATION	010	$1,993.75
23001720	JOSTENS, INC.	GRADUATION SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$216.43
23001721	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$105.22
23001722	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$249.79
23001723	ACSA FOUNDATION FOR EDUCATIONAL ADMIN	2022-2023 MEMBERSHIP RENEWAL FOR ASSISTANT SUPERINTENDENT; BOARD APPROVED 6/16/22	FISCAL SERVICES	010	$1,591.95
23001724	PROTOCOL AGENCY, INC.	PROFESSIONAL SERVICES; NURSING STAFF; ESSER III, ELO ESSER II, AND ELO ESSER III FUNDS; BOARD APPROVED 8/18/22	INSTRUCTIONAL SERVICES	010	$500,000.00
23001725	JAYNES, DAVID	PROFESSIONAL SERVICES; STAFF SUPPORT; BOARD APPROVED 9/15/22	PERSONNEL SERVICES	010	$49,000.00
23001726	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$727.53
23001727	LIGHTSPEED TECHNOLOGIES	TECHNOLOGY SUPPLIES	PROVIDENCIA ELEMENTARY	010	$59.92

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23001728	PIONEER CHEMICAL CO	EQUIPMENT REPAIR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$107.33
23001729	PIONEER CHEMICAL CO	EQUIPMENT REPAIR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$493.76
23001730	PIONEER CHEMICAL CO	EQUIPMENT REPAIR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$135.57
23001731	PACIFIC COACHWAYS CHARTER SERVICES INC	STUDENT TRANSPORTATION; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$7,568.90
23001732	FAST DEER BUS CHARTER INC	STUDENT TRANSPORTATION; GIFT FUNDS	MILLER ELEMENTARY	010	$6,946.00
23001733	NEW MEDISCAN II, LLC DBA CROSS COUNTRY EDUCATION	CARRYOVER PO 22002941; PROFESSIONAL SERVICES; INDEPENDENT EDUCATIONAL EVALUATIONS; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/3/22	SPECIAL EDUCATION	010	$10,950.00
23001734	SCHOOL ZONE TRANSPORTATION, INC	2022-23 BLANKET ORDER; STUDENT TRANSPORTATION; ATHLETICS	BURBANK HIGH SCHOOL	010	$5,000.00
23001735	SCHOOL SERVICES OF CALIFORNIA INC	PROFESSIONAL SERVICES; INFORMATION ON STATE AND FEDERAL FISCAL AND BUDGETARY ISSUES, TRAINING AND PROFESSIONAL DEVELOPMENT; BOARD APPROVED 10/6/22	FISCAL SERVICES	010	$5,260.00
23001736	ICS SERVICE CO.	PROFESSIONAL SERVICES AGREEMENT; DISTRICT-WIDE CELLULAR FIRE ALARM MONITORING SERVICES; UNRESTRICTED MAINTENANCE FUNDS; BOARD APPROVED 10/20/22	FACILITIES SERVICES	010	$1,795.00
23001737	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$720.34
23001738	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	$137.56
23001739	HAMDEN, RUSH	CONSULTANT AGREEMENT; ART INSTRUCTION FOR ASES PROGRAMS; EXPANDED LEARNING OPPORTUNITIES PROGRAM FUNDS; BOARD APPROVED 8/18/22	CHILD DEVELOPMENT SERVICES	010	$2,800.00
23001740	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$171.28
23001741	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	DISNEY ELEMENTARY	010	$488.89
23001742	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE III - LEP STUDENT PROGRAM FUNDS	PROVIDENCIA ELEMENTARY	010	$114.37
23001743	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND BOOKS; TITLE III - LEP STUDENT PROGRAM FUNDS	WASHINGTON ELEMENTARY	010	$640.54
23001744	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	STEVENSON ELEMENTARY	120	$337.50
23001745	PALI INSTITUTE	OSS ADMISSION FEES; GIFT FUNDS; BOARD APPROVED 10/6/22	WASHINGTON ELEMENTARY	010	$1,500.00
23001746	KELLEY, SANDRA	REIMBURSEMENT TO SCHOOL COUNSELING ASSISTANT FOR GIFTS; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$35.57

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PO Number	Vendor	Description	Site	Fund	Total Amount
23001747	COLLIER, DONNA	REIMBURSEMENT TO VOLUNTEER FOR EVENT SUPPLIES; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$309.21
23001748	PACIFIC COACHWAYS CHARTER SERVICES INC	STUDENT TRANSPORTATION; GIFT FUNDS	STEVENSON ELEMENTARY	010	$6,617.81
23001749	MILLER, GREG	REIMBURSEMENT TO SCHOOL PRINCIPAL FOR GIFTS; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$85.66
23001750	PACIFIC COACHWAYS CHARTER SERVICES INC	STUDENT TRANSPORTATION; GIFT FUNDS	EDISON ELEMENTARY	010	$7,660.26
23001751	ZONSHINE, RACHEL	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$107.00
23001752	PALI INSTITUTE	OSS ADMISSION FEES; GIFT FUNDS; BOARD APPROVED 10/6/22	EDISON ELEMENTARY	010	$1,500.00
23001753	AMERICAN TRANSPORTATION SYSTEMS	STUDENT TRANSPORTATION; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$7,760.00
23001754	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$18.73
23001755	ARETELABS	MATH COMPETITION FEES; LCFF SUPPLEMENTAL FUNDS	MC KINLEY ELEMENTARY	010	$135.00
23001756	ARETELABS	MATH COMPETITION FEES; LCFF SUPPLEMENTAL FUNDS	PROVIDENCIA ELEMENTARY	010	$135.00
23001757	KAGAN PUBLISHING	CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$1,337.33
23001758	ARETELABS	MATH COMPETITION FEES; LCFF SUPPLEMENTAL FUNDS	ROOSEVELT ELEMENTARY	010	$135.00
23001760	ARETELABS	MATH COMPETITION FEES; LCFF SUPPLEMENTAL FUNDS	STEVENSON ELEMENTARY	010	$135.00
23001761	RAPTOR TECHNOLOGIES LLC	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$363.83
23001762	STAPLES BUSINESS ADVANTAGE	CLASSROOM SUPPLIES; ASES FUNDS	PROVIDENCIA ELEMENTARY	010	$128.56
23001763	ARETELABS	MATH COMPETITION FEES; LCFF SUPPLEMENTAL FUNDS	EDISON ELEMENTARY	010	$135.00
23001764	PRINTERSAURUS REX, INC.	CUSTOM CLOTHING; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$3,528.06
23001765	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$206.23
23001766	FUN EXPRESS LLC	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	DISNEY ELEMENTARY	010	$82.41
23001767	DICK BLICK CO	CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$787.70
23001768	LEAVITT-GILMORE, DEBRA	REIMBURSEMENT TO OFFICE MANAGER FOR TECHNOLOGY SUPPLIES	INDEPENDENT LEARNING ACADEMY (ILA)	010	$19.37
23001769	CHAN, ELLEN	REIMBURSEMENT TO FUNDRAISING COMMITTEE MEMBER FOR OFFICE SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$28.65
23001770	LAKESHORE CURRICULUM MATERIAL	BOOKS; TITLE III - LEP STUDENT PROGRAM FUNDS	WASHINGTON ELEMENTARY	010	$123.84
23001771	FIRST BOOK	BOOKS; TITLE I FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$904.58
23001772	LEARNING A-Z	SOFTWARE LICENSE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/16/22	WASHINGTON ELEMENTARY	010	$234.00

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PO Number	Vendor	Description	Site	Fund	Total Amount
23001773	S.O.S. SURVIVAL PRODUCTS	EMERGENCY SUPPLIES	Student Services	010	$7,142.06
23001774	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$154.31
23001775	TEXTHELP INC	SOFTWARE LICENSES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/16/22	SPECIAL EDUCATION	010	$2,041.20
23001776	AMAZON CAPITAL SERVICES	OFFICE AND TECHNOLOGY SUPPLIES; PERKINS GRANT	BURBANK HIGH SCHOOL	010	$859.55
23001777	SCHOOL NURSE SUPPLY	HEALTH SUPPLIES	EDISON ELEMENTARY	010	$281.83
23001778	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR STUDENT SERVICES AND TUITION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/15/22	SPECIAL EDUCATION	010	$24,000.00
23001779	AMAZON CAPITAL SERVICES	OFFICE AND TECHNOLOGY SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$123.40
23001780	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MC KINLEY ELEMENTARY	010	$179.75
23001782	NAKASHIMA, KAREN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$89.72
23001783	GOODHEART-WILLCOX PUBLISHER	BOOKS; LOTTERY - INSTRUCTIONAL MATERIALS FUNDS	BURBANK HIGH SCHOOL	010	$7,809.77
23001784	GOODHEART-WILLCOX PUBLISHER	BOOKS; LOTTERY - INSTRUCTIONAL MATERIALS FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$7,809.77
23001785	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; FILM LA FUNDS	BURBANK HIGH SCHOOL	010	$960.00
23001786	STOCKTON, STEPHANIE	REIMBURSEMENT TO FUNDRAISING COMMITTEE TREASURER FOR EVENT SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$246.62
23001787	AMAZON CAPITAL SERVICES	FOOD FOR MEETING; MAA FUNDS	MONTEREY HIGH SCHOOL	010	$129.98
23001788	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$329.64
23001789	ROBERTSON, LISA	2022-23 BLANKET ORDER; REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; CTE UNRESTRICTED FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$300.00
23001790	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT	BUSINESS OFFICE	010	$3,355.00
23001791	OLIVEROS, MARICAR	REIMBURSEMENT TO FUNDRAISING COMMITTEE TREASURER FOR EVENT SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$69.01
23001792	LIM, JENNIFER SOHN	REIMBURSEMENT TO SCHOOL COUNSELOR FOR EVENT ADMISSION FEE FOR STUDENT; AMERICAN RESCUE PLAN - HOMELESS CHILD & YOUTH II FUNDS	Student Services	010	$45.00
23001793	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	STEVENSON ELEMENTARY	010	$530.61
23001794	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$70.43
23001795	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	EDISON ELEMENTARY	010	$38.58

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23001796	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	STEVENSON ELEMENTARY	010	$80.39
23001797	FILE KEEPERS, LLC	2022-2023 BLANKET ORDER; DOCUMENT SHREDDING SERVICE	EMERSON ELEMENTARY	010	$75.00
23001798	HEINEMANN	BOOKS; TITLE III - LEP STUDENT PROGRAM FUNDS	EMERSON ELEMENTARY	010	$303.19
23001799	US BANK NATIONAL ASSOCIATION	SOFTWARE LICENSE; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$464.00
23001800	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	DISNEY ELEMENTARY	010	$176.65
23001801	AKJ EDUCATION	BOOKS; TITLE III - LEP STUDENT PROGRAM FUNDS	WASHINGTON ELEMENTARY	010	$826.82
23001802	THERAPY SHOPPE INC	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	DISNEY ELEMENTARY	010	$28.71
23001803	SCHOOL SPECIALTY, INC	PLAYGROUND SUPPLIES	EDISON ELEMENTARY	010	$879.87
23001804	MACKIN EDUCATIONAL RESOURCES	BOOKS; TITLE III - LEP STUDENT PROGRAM FUNDS	WASHINGTON ELEMENTARY	010	$259.31
23001805	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; K12 STRONG WORKFORCE GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$12,255.31
23001806	CAPSTONE CLASSROOM	INSTRUCTIONAL MATERIALS; TITLE III - LEP STUDENT PROGRAM FUNDS	WASHINGTON ELEMENTARY	010	$58.42
23001807	PACIFIC PLAY SYSTEMS, INC.	EQUIPMENT RENTAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,258.84
23001808	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	HORACE MANN CHILDREN´S CENTER	010	$2,407.18
23001810	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$532.55
23001811	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; K12 STRONG WORKFORCE GRANT	INSTRUCTIONAL SERVICES	010	$11,810.98
23001812	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	ROOSEVELT ELEMENTARY	010	$299.35
23001813	AMAZON CAPITAL SERVICES	AUDIO SUPPLIES; TITLE III-LEP FUNDS	DISNEY ELEMENTARY	010	$88.17
23001814	MCTIGHE, JESSICA	REIMBURSEMENT TO FUNDRAISING COORDINATOR FOR FOOD FOR EVENT; GIFT FUNDS	STEVENSON ELEMENTARY	010	$1,296.00
23001815	GERONIMO, EDGARDO	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$316.09
23001816	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR STUDENT SERVICES AND TUITION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/15/22	SPECIAL EDUCATION	010	$24,000.00
23001817	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; PIGGYBACK HP WSCA CA NASPO MNNVP-133; K12 STRONG WORKFORCE GRANT	INSTRUCTIONAL SERVICES	010	$129,636.60
23001818	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; K12 STRONG WORKFORCE GRANT	INSTRUCTIONAL SERVICES	010	$136,655.17
23001819	WOODBURN PRESS	CLASSROOM SUPPLIES	Student Services	010	$237.94
23001820	HESS-WITUCKI, MAGGIE	REIMBURSEMENT TO TEACHER FOR CUSTOM CLOTHING; GIFT FUNDS	MAGNOLIA PARK	010	$490.00
23001821	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	DISNEY ELEMENTARY	010	$507.68

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23001822	CDW-G - COMPUTER DISCOUNT WHSE	CLASSROOM EQUIPMENT	INDEPENDENT LEARNING ACADEMY (ILA)	010	$289.68
23001823	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$501.90
23001824	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$56.06
23001825	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	STEVENSON ELEMENTARY	010	$16.97
23001826	LAKESHORE CURRICULUM MATERIAL	CLASSROOM RUG; MAA FUNDS	EMERSON ELEMENTARY	010	$568.96
23001827	AMAZON CAPITAL SERVICES	2022-23 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES; MEDI-CAL FUNDS	SPECIAL EDUCATION	010	$1,500.00
23001828	K-LOG	FURNITURE	INDEPENDENT LEARNING ACADEMY (ILA)	010	$4,875.53
23001829	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	BURBANK HIGH SCHOOL	010	$504.06
23001830	BICKELMANN, CHRIS	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$58.77
23001831	US BANK NATIONAL ASSOCIATION	HEALTH SUPPLIES	Health Services	010	$240.01
23001832	US BANK NATIONAL ASSOCIATION	AUDIO VISUAL EQUIPMENT	DOLORES HUERTA MIDDLE SCHOOL	010	$278.73
23001833	NTT AMERICA INC	TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$74.58
23001834	JOSTENS, INC.	GRADUATION SUPPLIES; CONTINUATION EDUCATION - MONTEREY FUNDS	MONTEREY HIGH SCHOOL	010	$1,467.32
23001835	AMAZON CAPITAL SERVICES	FURNITURE	BURBANK HIGH SCHOOL	010	$70.55
23001836	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$568.56
23001837	AMAZON CAPITAL SERVICES	OFFICE AND TECHNOLOGY EQUIPMENT	FISCAL SERVICES	010	$4,068.37
23001838	LAGUNA CLAY CO	ART SUPPLIES	BURBANK HIGH SCHOOL	010	$781.11
23001839	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; COMMUNITY DAY SCHOOL FUNDS	COMMUNITY DAY SCHOOL	010	$51.60
23001840	KR NIDA CORPORATION	COMMUNICATIONS EQUIPMENT	INDEPENDENT LEARNING ACADEMY (ILA)	010	$374.87
23001841	ROOTED LEADERSHIP LLC	CONSULTANT AGREEMENT; DIVERSITY, EQUITY AND INCLUSION; LCFF SUPPLEMENTAL FUNDS; BOARD APPROVED 10/6/22	INSTRUCTIONAL SERVICES	010	$25,000.00
23001842	POCKET NURSE	HEALTH SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$1,133.09
23001843	AMAZON CAPITAL SERVICES	OFFICE AND TECHNOLOGY SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$186.88
23001844	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	DISNEY ELEMENTARY	010	$168.57

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23001845	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$375.14
23001846	TEXTBOOK WAREHOUSE INC	TEXTBOOKS ADOPTED; LOTTERY - INSTRUCTIONAL MATERIALS FUNDS; BOARD ADOPTED 7/17/2003	MUIR MIDDLE SCHOOL	010	$325.79
23001847	FIRST STUDENT, INC	STUDENT TRANSPORTATION; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$2,500.68
23001848	FIRST STUDENT, INC	STUDENT TRANSPORTATION; GIFT FUNDS	VARIOUS SITES	010	$2,931.91
23001849	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$9,951.25
23001850	APEX FUN RUN FRANCHISE NO. 7, LLC	CONSULTANT AGREEMENT; LEADERSHIP AND FITNESS PROGRAM; GIFT FUNDS; BOARD APPROVED 9/15/22 & 10/6/22	MILLER ELEMENTARY	010	$22,732.00
23001851	PACINO, LORI	REIMBURSEMENT TO TITLE I COORDINATOR FOR FOOD; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$122.21
23001852	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	FURNITURE; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$132.29
23001853	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; TITLE III - LEP STUDENT PROGRAM FUNDS	BRET HARTE ELEMENTARY	010	$484.97
23001854	MULTI-HEALTH SYSTEMS	TESTING MATERIALS	SPECIAL EDUCATION	010	$2,280.25
23001855	DECKER EQUIPMENT/SCHOOL FIX	OFFICE SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$1,090.04
23001856	PEREZ, MARIA L	2022-23 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,632.88
23001857	DISCOUNT SCHOOL SUPPLY	CLASSROOM EQUIPMENT; CHILD DEVELOPMENT FUNDS	Monterey Children´s Center	120	$1,141.08
23001858	HIGH TRAILS INC.	OSS ADMISSION FEES; ACCOUNTS RECEIVABLE FUNDS; BOARD APPROVED 10/6/22	MILLER ELEMENTARY	010	$16,810.00
23001859	PAUL H BROOKES PUBLISHING CO INC	BOOKS; SPECIAL EDUCATION FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$150.30
23001860	FIRST STUDENT, INC	STUDENT TRANSPORTATION; GIFT FUNDS	PROVIDENCIA ELEMENTARY	010	$1,749.12
23001861	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION AND GENERAL UNRESTRICTED FUNDS	EDISON ELEMENTARY	010	$543.35
23001862	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	BRET HARTE ELEMENTARY	010	$496.86
23001863	CURRICULUM ASSOCIATES INC	TESTING MATERIALS	HORACE MANN CHILDREN´S CENTER	010	$443.29
23001864	THE HOME DEPOT F/K/A SUPPLYWORKS	FURNITURE; MAA FUNDS	EMERSON ELEMENTARY	010	$119.74
23001865	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	MILLER ELEMENTARY	010	$39.63
23001866	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; STEM GRANT	MC KINLEY ELEMENTARY	010	$628.34
23001868	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	Monterey Children´s Center	120	$2,050.36

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 10/11/2022 & 10/24/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23001869	TEXTBOOK WAREHOUSE INC	BOOKS; LOTTERY - INSTRUCTIONAL MATERIALS FUNDS	BURBANK HIGH SCHOOL	010	$2,560.01
23001870	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	STEVENSON ELEMENTARY	010	$138.79
23001871	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; GIFT FUNDS & GENERAL UNRESTRICTED FUNDS	MILLER ELEMENTARY	010	$70.77
23001872	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	MUIR MIDDLE SCHOOL	010	$119.66
23001873	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	MILLER ELEMENTARY	010	$45.60
23001875	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$126.28

PO Count: **191** **Total:** **$2,262,130.04**

Printed between 10/11/2022 & 10/24/2022

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	179	$1,947,985.80
110	Adult Education Fund	5	$3,133.53
120	Child Development Fund	3	$3,528.94
213	Building Fund - 3rd Issuance	3	$305,848.89
670	Self Insurance Fund	1	$1,632.88
		Total:	**$2,262,130.04**

11/17/2022

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	
7515208	7515256		20690642	20690675	
7517359	7517379		20694100	20694125	
7519608	7519665		20696541	20696576	
7519844	7519844		20700718	20700720	
7520867	7520917		20702476	20702530	
2502917	2503576		20704669	20704713	
2526791	2526875		20706888	20706920	
2554537	2554846		202210260105031	202211030107739	

10/29/22-11/4/22	**$**	**7,159,749.60**	**10/26/22-11/4/22**	**$**	**1,440,329.24**

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:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	November 17, 2022
SUBJECT:	Approval of Instructional Consultant Services

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 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
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: November 17, 2022

Site	Name	Purpose	Dates	Cost	Appropriation Number
McKinley Elementary	Deana Hippie	Professional development for writing program	3/6/2023–3/10/2023	$5,725	01.0-30100.0-11100-10000-5810-2099000
Miller Elementary	High Touch High Tech West LA	Provide Hands-On Science Instruction to Students	11/28/2022–12/14/2022	$7,000	01.0-30100.0-11100-10000-5810-2109000
Roosevelt Elementary	Finn Partners with LA Department of Public Health	To provide three 30-minute assemblies to identify environmental problems and solutions to reduce pollution	12/5/2022–12/6/2022	$0	01.0-90201.0-11100-10000-5810-2148200

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 _____ of _____, 20____ by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Deana Hippie hereinafter referred to as "Consultant."

Payee's Name Deana Hippie Daytime Phone Number [redacted]

Email Address [redacted]com

Mailing Address [redacted]Kentucky 40361

Sponsoring Administrator Liz Costella

Board Approval Date November 17, 2022

Account String 01.0-30100.0-11100-10000-5810-2099000

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 __X__ cal STRS Retirement Date June 2006

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 $5725.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on March 1, 2022 and terminating on March 15,2022 .
3. Payment Terms: at end of service
4. Consultant will provide the following services:

   Professional development for writing strateles and demo lessons. Ms. Hippie will work with every grade level in developing writing lessons, rubrics and strategies for student subgroups and a scope and sequence for each grade.

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.

_____ _____ Deana Hippie 10/27/22

BUSD Authorized Signature/Title Date Consultant Deana Hippie 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

Deana Hippie

[redacted]

Cell phone [redacted]

E-mail: [redacted]com

Education:

June 1972	Cal Poly, Pomona Bachelor of Science Social Science Major, Humanities Minor California Elementary Credential, Life
June 1975	Cal Poly, Pomona: California Secondary Credential, Life
September 1974 – July 1990	University of California Extension, 50 Units in various disciplines

Experience:

September 1972 – June 1973	Substitute Teacher, Corona-Norco Unified School District Grades K – 9
September 1973 – June 1979	Teacher, Corona Junior High School, English, Social Science 7, 8, 9
September 1979 – June 1982	Director of Activities, Corona High School
September 1982 – June 2006	Teacher, Corona High School Language Arts 9, 10, 11, 12; English Language Arts Mastery, Journalism, Mac Lab, Nova Net

Staff Development and Training

Member Riverside Office of Education Data Team 2008-2009 School Year

Certified Independent Trainer *Step Up to Writing, Teachers and Tools* Training

Lead Teacher, Committee to Develop District Language Arts Standards in Writing K – 12 1999

District Writing Assessment Secondary Scoring Team 1975 – 2006

District Writing Assessment Scoring Leader, Grades 6, 8, 9, 10 1999 - 2006

Member of Secondary Writing Cadre 2002 – 2006

More Recent Trainings

Independent Contractor

Burbank Unified School District
William McKinley Elementary School
Thomas Jefferson Elementary School
George Washington Elementary School
Luther Burbank Middle School
David Starr Jordan Middle School
John Muir Middle School

Step Up to Writing Trainings Editions 2, 3, 4 2006 - Present
Independent Contractor for Voyager-Sopris
Trainings in many districts nationwide

Workshop Presenter 2014 – 2016
Life Long Learning, California
Writing to Meet Common Core Standards
Foundational Skills for Informational/Explanatory Text
Literary Analysis Strategies

Workshop Presenter 2006 – 2009
United States Department of Education Teacher to Teacher Corps
Foundation Skills for Expository Writing
The Persuasive Essay
Supporting the Emerging Writer
Narrative Writing: Telling Our Stories

Publications: Co-author *Step Up to Writing Companion Guide for Secondary Schools*

Note Taking Made Easy, Scholastic Publications, March 2010

Awards:
2000 The Corona Chamber of Commerce Award of Excellence in Education
2004 Teacher of the Year Corona High School
2004 Teacher of the Year Corona-Norco Unified School District
2005 Teacher of the Year Riverside County, California

Professional Affiliations: National Education Association

California Retired Teachers Association

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 7th of November, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and High Touch High Tech West LA hereinafter referred to as "Consultant."

Payee's Name High Touch High Tech West LA Daytime Phone Number 818-481-4811

Email Address info@scienceMadeFunwla.net

Mailing Address 19122 Nashville Street, Porter Ranch, CA 91326

Sponsoring Administrator Judy Hession, Principal at Miller Elementary School

Board Approval Date Thursday, November 17, 2022

Account String 010-30100.0.0-11100-10000-5810-2109000 (Title I)

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 $ $7,000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on November 28, 20222 and terminating on December 14, 2022.
3. Payment Terms: At the completion of the science instruction classes
4. Consultant will provide the following services:

   Hightouch Highteoh will provide hands on science instruction to 775 students in Grades TK - 5 at Miller. These classes will reinforce the Science grade level standards taught to students by the classroom teachers.
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.

_____		Patricia L. Sa		11/7/2022
BUSD Authorized Signature/Title	Date	Consultant	High Touch High Tech West LA	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

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HighTouch High Tech West LA • 6849 VANSCOY AVE • NORTH HOLLYWOOD CA 91605 • 818.481.4911 • WWW.ScienceMadeFunWLA.net

ATTENTION

Program Booked for September and August receive the discount of $8.00 per child

Please be prepared to provide the following information when making your reservation:

- Number of classes
- Number of children per class
- Program name
- Preferred date(s)
- Preferred time for each 75-minute class

For more information please visit us at www.ScienceMadeFunWLA.net or contact us directly at:

ph: 818.481.4911

email: info@ScienceMadeFunWLA.net

In-School Science Workshops

High Touch High Tech brings fun kids science experiments right to your classroom. We deliver In-school "field trips" that transform your classroom into a Living Laboratory! Elementary students in grades K-5 can become a real scientist and learn by doing totally fun and totally hands-on science experiments.

Our programs and science activities align with curriculum for elementary education and other elementary science in a totally hands-on and participatory manner while building science vocabulary and confidence for standardizing testing. Students learn best when they are involved in first-hand exploration and investigation. Our hands-on science experiments allow students to make direct observation and to manipulate materials and equipment that are safe and relevant to their lives. High Touch High Tech programs provide students with the opportunity to interact with their peers, becoming science buddies, share ideas and contribute to inquiry based discussions that support the way in which students naturally learn.

High Touch High Tech scientists are highly trained, enthusiastic educators that create an environment of respect and integrity while encouraging students to reach their potential.

All equipment and material are provided in the 75 minute supply intensive, educational experience. The Fee is $8.50 per student, and students receive educational handouts and/or take home science experiments. We come to you which means you don't need to hassle with paying for a bus or dealing with crowds of students form other schools. Program fees are usually paid by Parents or the PTA/PTO though programs may also be paid for with grant dollars. Many programs can be adapted upon request to meet the needs of the other grade levels. Call us for more details.

High Touch High Tech is licensed vendor with LAUSD, #1000002756

*student minimum and travel charge apply. Visit website for details.

hightouch hightech
Science Made Fun!

hightouch hightech
Science Made Fun!

ELEMENTARY PROGRAM GUIDE

"Students were completely engaged and participated actively in the program."

Carla Rivero Scott, SDC/SLD
Cohasset Elementary
Van Nuys, CA

"Really great! The children enjoyed it and learned a lot. It's great to have age appropriate science programs available."

Carolyn Miller, Kindergarten teacher,
First Lutheran School
Glendale, CA

"Terrific presentation. As I have a class consisting of grades 1-5 it is difficult to keep everyone engaged at all times but you did it. All my children loved the experiments!"

Ms. Snow Grade 1-5
Gault St. Elementary
Van Nuys, CA

"Fantastic! The lesson was not just educational, it was a lot of fun. My students want to do this every week now. Great Program!"

Leakana Ly, 5th Grade Lead Teacher
Gault St. Elementary
Van Nuys, CA

hightouch hightech
Science Made Fun!™
High Touch High Tech West LA
Regional Programming Office
6849 Vanscoy Ave
North Hollywood, CA 91605

Grade Levels K - 2

Let's Make Sense ©

Discover our 5 senses one sense at a time. Learn how our pupils work, depth perception an peripheral vision. Map our tongue and become taste detectives. Use sense of touch in our mystery Feely Bags, have a smelling bee, listen to a fork sing.

Animal Games ©

Learn how animals meet their needs. Discover adaptation and how it helps animals survive in their habitat. Explore camouflage, and analyze real animal body parts and coverings. Learn about animal shelters and make a birds nest to keep.

Chemfun ©

Find out how much fun chemistry can be. Learn how to safely identify chemicals, separate colors right before your eyes with chromatography and use a chemical reaction to turn liquids into solids. Become a biochemist and discover the chemical reactions in our bodies as you make gummy candy.

Nutty Nutrients ©

Get the essentials and become a food archaeologist as we climb the great food pyramid, classify different foods by starches, fruits, veggies and proteins. Have fun as we test for starches, use vitamins as natural preservatives, make vegetables cry and test for fat.

Get Buggy ©

Become an Entomologist and get up close and personal with the bug world. Learn the difference between arachnids and insects as you examine real living specimens of each. Learn how insects communicate and see the world the way insects do. Spin a web and make an insect you can eat.

Smarty Plants ©

"Trans-plant" yourself into a wonderful world of Botany. Learn how plants absorb nutrients from the soil. Discover the life cycle of plants as you dissect seeds, extract chlorophyll from leaves and grow your own "Hair-cup."

Minor Matters ©

Have a "gas" finding out why "Matter" really matters. Explore the three different types of matter as you use a solid to turn a liquid into a gas. Learn how heat energy changes matter and take home your own "Matter Ball."

Weather or Not ©

Students become meteorologists and learn all about the different types of weather. Explore the suns role in weather by creating rising air masses and touching clouds. Use common tools to measure the weather, touch lighting and make your very own wind-sock.

Tis The Season ©

Discover the reason behind the seasons. Students learn about the relationship between earth's tilt, the sun and all four seasons. Experiment with evaporation and learn how different seasons create different shadows. Capture a shadow on paper that never disappears.

Sea Ya Later©

Discover the roll of producers and consumers in nature as we examine all the players in the Food Web on land and our seas. We'll also learn about different habitats and how animals and plants have adaptations to help them survive. Touch a real stingray and make an ocean habitat to keep.

Fossil Fun©

Become a paleontologist as you learn how fossils form. Examine and classify real fossils and go on your own site excavation for real fossils you get to keep. Prepare to get down and dirty as we examine different soils and learn the gritty facts about dirt.

Finally Fun Machines©

Finally, a hands-on and FUN program on machines. Explore force and motion as we measure distance and speed using cars and the "gravi-ramps." Learn about the six simple machine using the "Facilitator," our cool multi-purpose compound machine.

Sounds Like Fun©

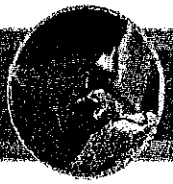
Discover what sounds actually are. Make a sound wave you can see and control. Learn about how we are able to hear and the main parts of our inner ear as we build our very own ear drum. Test your hearing as you try to identify different sounds made by objects you can't see.

Dig It©

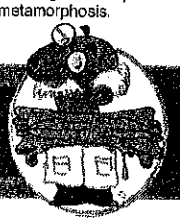
Become a geologist for a day! Learn about the layers of the earth and the formations of igneous, metamorphic and sedimentary rock. Then, go back in time to the age of the prospectors and go on your own gold dig. Learn how to classify all the gemstones you find, and them take them home.

Cycle babble©

Explore animal and plant life cycles. Learn about the various parts and functions of plants and grow a plant in a greenhouse you make. Experiment with the life cycles of various animals like frogs and insects with our 'life cycle challenge' and explore complete and incomplete metamorphosis.



Science Made Fun!



Grade Levels 3 - 5

Energize Me©

What does a banana, battery, light bulb, extension cord, solar cell, fan and match all have in common? Find out as you explore Newton's Law on Conservation of Energy. Explore potential & kinetic energy while making your own "energy-spools."

Cosmic Capers©

Travel through space as we explore our solar system and all the objects that orbit around our sun. Make a glow-in-th-dark contellation, analyze the phases of the moon and have fun creating your own asteroid to keep.

Matter Matters©

Students explore mass, volume and density as they experiment with all three states of matter. Learn how thermal energy transforms matter from one state to another. Uncover the difference between physical and chemical changes and make a bouncy polymer to keep.

Power of Light©

Uncover the mysteries behind light. Discover what ROY G BIV is and its place in the electromagnetic spectrum. Explore the amazing properties of light as you refract light with your own water magnifier. Find out what materials light can and can't go through and become a UV light detective in the process.

Survive and Thrive©

Explore the world of physical and behavioral adaptations. Experience first hand the protection blubber, feathers, fur and a hard shell can provide. Test your skills in our bird beak survival challenge. Learn survival techniques from plants like the Saguaro cactus as you make a desert habitat.

Edison's Workshop©

An electrifying program! Learn what electricity actually is and the difference between static and current electricity. Along the way, build a series and parallel circuit, experiment with conductors and insulators, and take home a Static Electricity Flyer.

Mineral Madness©

Students become geologists and examine and classify minerals like Feldspar, Mica, Gypsum and more according to their luster, hardness, cleavage, streak and transparency. Explore the formation of igneous rock. Make Sedimentary rock you can eat!

The Chain Gang©

Join the chain gang, the food chain that is. Explore the five laws of nature that apply to the world's ecosystems and examine the relationship between producers, consumers and decomposers in a food web. Have fun as we learn about predator/prey relationships and dissect real owl pellets.

Magnet Makers©

All about magnets and magnetism. learn how magnets work, the benefits of a planetary magnetic filed and how to make a magnet using an electric current. Experience "Lenz's Law", build a compass and an electro-magnet and experiment with different types of magnets, both natural and man made.

Earthscapades©

The earth's surface is constantly being reshaped by slow and rapid natural processes like weathering and erosion. Experiment with water and chemical erosion, level a wooden structure with an epic earthquake, erupt a volcano and make cave formations. Make your own "magma" to keep.

Meteorology Madness©

Become a meteorologist as you explore weather systems, the atmosphere and air pressure with our micro-scale vacuums. Learn about and work with tools weather scientist use to measure and predict the weather. Make and take your own anemometer!

It's Element-ary©

Get ready to set the table, the Periodic table that is! Explore the particulars of atoms, elements and chemical compounds. Learn how to write chemical formulas, experiment with chemical indicators to determine ph levels and make your own silly puddy.

The Body Shop©

Have fun as we get physical with the systems of the body. Learn about the digestive, respiratory, circulatory and excretory systems as you examine a human torso (not a real human torso). Experiment with cellular respiration and make a lung you keep. Put on gloves to analyze real hearts, livers etc.

Wonder Water Workshop©

Students explore the water cycle and see evaporation and condensation happen right before their eyes. They'll examine the roll of water on land, and our oceans and explore water conservation. They'll learn about various water resources as they build their own aquafiers to keep.

What's The Matter©

Dealing with matter has never been more fun. Learn the similarities and differences between solids, liquids and gases as you mix them to create various chemical reactions. Separate a mixture using a solution, explore sublimation and chemically clean copper oxide.



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 31 of October, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Environmental Defenders by LA Public Works hereinafter referred to as "Consultant."

Payee's Name Finn Partners Daytime Phone Number 310-552-4115

Email Address Allison.Modiest@finnpartners.com

Mailing Address 1925 Century Park East, Suite 1200; Los Angeles, CA 90067

Sponsoring Administrator Matthew Osmond

Board Approval Date November 17, 2022

Account String 01.0-90201.0-11100-10000-5810-2148200

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 $ 0.00 per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 0.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on December 5, 2022 and terminating on December 6, 2022 .
3. Payment Terms: $0.00...free assembly on behalf of LA Department of Public Works
4. Consultant will provide the following services:

   High energy 30-minute assembly which is music driven to lead students to identify environmental problems and possible solutions to reduce pollution. 12-5-22: 8:40 a.m. (2nd-3rd) & 9:25 a.m. (4th-5th) 12-6-22: 10:10 a.m. (TK - 1)
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.

			11/1/22
BUSD Authorized Signature/Title	Date	Consultant Environmental Defenders by LA I	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

Environmental Defenders Rock the Planet Tour

Clean LA

ABOUT | TESTIMONIALS | SUPER ED | RESOURCES | BOOK NOW

Los Angeles County is now offering a virtual version of the popular Environmental Defenders assembly program, available to all elementary schools in Los Angeles County. The virtual assembly is customized to each school and pre-recorded for flexibility of viewing. To schedule, submit an Assembly Scheduling Form or call (310) 551-5375.

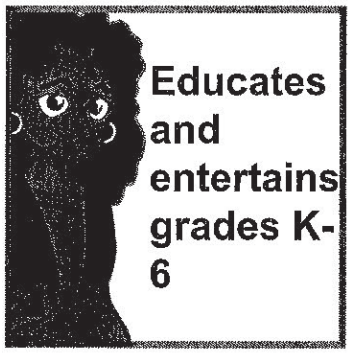
For additional remote learning activities, visit the Environmental Defenders Classroom Activities Page.

The **Environmental Defenders' Rock the Planet–You Can Change the World Tour** is a *30-minute, interactive, musical assembly*, proven to inspire students to take action and do more to protect the environment.

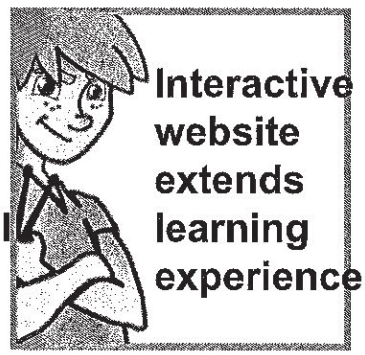


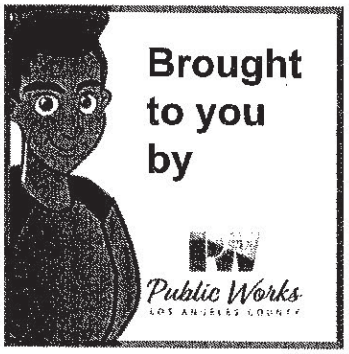
WATCH THE TRAILER

MEET THE ENVIRONMENTAL DEFENDERS









Managed by Los Angeles County Public Works, Environmental Programs Division

Toll Free Phone Number: 1 (888) CLEAN LA

About

Clean LA

ABOUT | TESTIMONIALS | SUPER ED | RESOURCES | BOOK NOW

Environmental Defenders Rock the Planet – You Can Change the World Tour

The Environmental Defenders Rock the Planet – You Can Change the World Tour is a 30-minute, high-energy assembly program that is free to all elementary schools in Los Angeles County. This exciting, music-driven show encourages students in grades K-6 to identify environmental issues and actions kids can take themselves to reduce and prevent pollution.

Performed by two professional children's theater actors and their animated friends the Environmental Defenders, this fully contained assembly uses music, call-and-response, audience participation, and repetition to effectively communicate environmental concepts including:

- **The Four R's (Reduce, Reuse, Recycle, and Rethink)**
- **Stormwater Pollution Prevention**
- **Household Hazardous Waste**
- **Water Conservation**

Sponsored by Los Angeles County, the Environmental Defenders program has been educating elementary school children since 1996. The current version of the show, the Environmental Defenders Rock the Planet – You Can Change the World Tour, launched in April 2014 featuring all-new animation and updated versions of its popular songs.

Proven Effective

According to a 2014 research study*, after seeing the Environmental Defenders assembly:

- 60% of students reported doing more to protect the environment.
- 70% of students shared what they learned from the assembly with family and friends.
- Students reported they did more to reduce waste and reuse items at home than before seeing the assembly.
- 38% more students knew how to properly dispose of household hazardous waste than before seeing the assembly.
- 20% more students (compared to before seeing the assembly) knew to prevent stormwater pollution by not throwing garbage in the street.

**Study designed by RAND Corporation researchers and conducted by Goodwin Simon Strategic Research for County of Los Angeles Dept. of Public Works.*

Spread the Word

Let others know about this exciting assembly program! Share these flyers with your school.

- Ricardo
- Buzz
- June
- Leia

Testimonials

Clean LA

ABOUT TESTIMONIALS SUPER ED RESOURCES BOOK NOW

Rave Reviews

Here's what teachers and principals who have seen the Rock the Planet – You Can Change The World Tour have to say about it!

"I honestly believe this was one of the best presentations my students have been a part of. They enjoyed the presentation while learning new concepts and vocabulary."

- Teacher, Miramonte Elementary, Los Angeles

"Excellent, enthusiastic assembly! The way that recycling was presented is something that my students will remember. Thank you!"

- Principal, Garden Grove Elementary, Reseda

"Terrific presentation! Students were energized and participated fully. They left the cafeteria doing The Four R's moves!"

- Principal, Bella Vista Elementary, Monterey Park

"We loved it! The students, teachers, parents and staff all positively commented on the fun, energetic and informative presentation. The actors were fantastic! Thank you!"

- Coordinator, Rio Vista Elementary, Canyon Country

"The video, singing, dancing and hand gestures to teach vocabulary were all great, interactive ways to keep students engaged. Presenters were awesome!"

- Coordinator, Primary Academy for Success, Panorama City

"Teachers very much appreciated the presentation which had students engaged throughout the assembly. Thank you so much!"

- Coordinator, Carson Street Elementary, Carson

"Well-produced video with captivating music. Enthusiastic presenters connected with audience. Totally enjoyable, educational experience."

- Principal, Chapman Elementary, Gardena

"This was a very high-energy and inspirational presentation."

- Principal, Ben Lomond Elementary, Covina

"Outstanding program – simple but effective messages. Program was engaging and interactive. The students learned a lot and had fun the whole time!"

- Coordinator, Open Charter Magnet, Westchester

"This was such a wonderful experience for our students. Extremely entertaining and interactive. Awesome presenters. Thank you!"

- Coordinator, Elysian Heights Elementary, Los Angeles

"This is one of the most anxiously anticipated assemblies of the year! Thanks for being 'self-contained'."

- Coordinator, Kingsley Elementary, Pomona

"Engaging, motivating and very informative assemblies. Students were able to see landfills, learn to Rethink, Reuse, Recycle and Reduce. Thank you for investing in the next generation and educating them!"

- Principal, Trinity Street Elementary, Los Angeles

"Excellent assembly! Great use of music and movement. This is a very important message for our students to hear."

- Principal, Washington Elementary, San Gabriel

"Very professional, punctual, organized and personable. Kids loved the performance! Thank you! You Rock the Planet!"

- Coordinator, Wisdom Elementary, Los Angeles

"Great presentation. The students learned so much about protecting the environment as well as academic vocabulary. Presenters were full of energy."

- Assistant Principal, Esperanza Elementary, Los Angeles

"The enthusiasm of the presenters was awesome! The students could really connect to the concepts that were presented because of the fun way they were taught!"

- Vice Principal, St. Vincent Elementary, Los Angeles

"The performers did an amazing job! The students were engaged and understood the message. They are already talking about what they plan to do."

- Principal, Resurrection School, Los Angeles

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:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	November 17, 2022
SUBJECT:	Ratification of Agreement for 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. Due to delays out of their control the site was unable to submit their consultant agreement before the November 3, 2022 agenda deadline. Therefore the agreement below is being presented as a ratification. 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 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 OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: November 17, 2022

Site	Name	Purpose	Dates	Cost	Appropriation Number
Burbank Adult School	Jayme Adelson-Goldstein	Professional Development	11/12/2022	$400	11.0-63910.0-41102-10000-5810-5330000

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 _____ of _____, 20____ by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Jayme Adelson-Goldstein hereinafter referred to as "Consultant."

Payee's Name Jayme Adelson-Goldstein Daytime Phone Number [redacted]

Email Address [redacted]gmail.com

Mailing Address [redacted]CA 91325

Sponsoring Administrator Juan Noguera

Board Approval Date November 17, 2022

Account String 11.0-63910.0-41102-10000-5810-533 0000

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 $ 400.00 per hour☐/ per day ■/ per session☐ for a total not to exceed $ 400.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on November 12, 2022 and terminating on November 12, 2022.
3. Payment Terms: Payment upon completion of work
4. Consultant will provide the following services:

   Prepare and deliver a 3-hour workshop to Burbank Adult School English Language Instructors (ESL) and other interested parties on using the LARAEC Course Outlines to plan and deliver effective instruction.
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.

_____ _____ 11-1-22

BUSD Authorized Signature/Title Date Consultant Jayme Adelson-Goldstein 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

Resume or Fact Sheet

Jayme Adelson-Goldstein
Consultant
Background and Qualification

Jayme Adelson-Goldstein has worked in education since 1982 as an ESL instructor, coordinator, teacher advisor, curriculum developer, facilitator, instructor for TESOL Core Certificate Program, curriculum consultant, technical assistant, trainer of trainers, and subject matter expert.

Los Angeles Regional Adult Education Consortium (LARAEC), Los Angeles, CA

Curriculum Consultant, Technical Assistance, October 2018 to Present
- Provides ongoing technical and curricular support for teachers in the consortium
- Guided and helped design the revision of the six levels of the LARAEC revised ESL Course Outline
- Ran and produced training materials for piloting the course outline and toolkit.

American Institutes for Research (AIR), Washington D.C./Sacramento, CA

Subject Matter Expert, June 2019 to Present Teaching the Skills that Matter (OCTAE project)
- Content developer and co-trainer
- Develops and delivers in-person and virtual training on the nine central skills along with the approaches that work: Integrated and Contextualized Instruction, Problem-based learning, and Project-based learning.

Subject Matter Expert, July 2014 to September 2016 LINCS ESL Pro (OCTAE project) - Training development and delivery
- Provided lead technical assistance for Wisconsin teachers and instructional leaders in integrating rigor across all levels of ESOL instruction and for Florida instructional leaders in contextualizing ESOL instruction for workplace and career readiness.

System for Adult Basic Education Support (SABES), Worcester, MA

Technical Assistance, September 2014 to Present

- Provides professional development courses and workshops both in person and online for ESOL and ELA instructors on a variety of topics including aligning instruction with adult education standards (MAELPS), integrating digital literacy ESOL instruction, transferring effective practices from in-person classes to the virtual learning environment, formative assessment, etc.

ACE of Florida and Florida Department of Education, Tallahassee, FL Developer,

Trainer of Trainers, June 2019 to present

- Develops and provides train the trainer workshops, "webshops," and materials for a cohort of ESOL trainers, supporting their in-person and virtual trainings on standards alignment, backward design, and effective instructional routines for ESOL instructors throughout Florida.

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:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	November 17, 2022
SUBJECT:	Approval of Amended Consultant Agreement for Project Mindfulness

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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/Issues:

Project Mindfulness was previously approved as a consultant on November 3, 2022. Due to a scheduling issue the date of service was changed. Therefore the Consultant Agreement will need to be amended to revise the date of service from November 9, 2022 to November 15, 2022.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Project Mindfulness to provide instructional consultant services, effective November 15, 2022, in the amount of $600 (01.0-42030.0-47600-24950-5810-2019000), 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 3 of November, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Project Mindfulness hereinafter referred to as "Consultant."

Payee's Name Project Mindfulness Daytime Phone Number 818-823-1505

Email Address ilsprojectmindfulness@gmail.com

Mailing Address 1211 W Roadrunner Dr.; St George UT 84770

Sponsoring Administrator Rebecca Harris

Board Approval Date ~~November 3, 2022~~ Amended November 17, 2022

Account String Title III Parent Education for Disney

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 $ 600 per hour ☐/ per day ☐/ per session ☒ for a total not to exceed $ 600 **Amount to include speaking fee, mileage and any additional fees. Had to change the date due to a scheduling issue
2. The term of the Agreement shall be the period commencing on ~~11-8-22~~ 11-15-22 and terminating on ~~11-9-22~~ 11-15-22
3. Payment Terms:
4. Consultant will provide the following services:

   Provide a virtual Mindfulness Session for English Learner Parents

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 Asst. Sup't. 11/4/22 Date

Consultant Jennifer Sorensen Project Mindfulness 10/23/22 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
Special Education Department

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:	Sandra Shearer, Administrative Secretary
DATE:	November 17, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement for professional services to hire outside credentialed teacher (as consultant).

Discussion/Issues:

The District is obligated to provide specialized support for students with Individualized Education Plans (IEPs) who attend our schools. The District does not have current staff able to support the current caseload and is, therefore, contracting with one to remain in compliance with IEP and Ed code regulations.

Fiscal Impact:

Not to exceed $69,615.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and ZSN Systems & Solutions LLC to provide a credentialed teacher, not to exceed $69,615, (01.0-65000.0-57601-11804-5810-744000), effective November 14, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

RATIFIED CONSULTANT AGREEMENT -
Scott Kennedy

TERM OF AGREEMENT

This Agreement, made and entered into this 3rd day of November 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and ZSN Systems & Solutions LLC hereinafter referred to as "Consultant."

Payee's Name: ZSN Systems & Solutions LLC Daytime Phone Number: 415-231-5688

Mailing Address: 20518 Enrique Drive Katy TX 77449

Email Address: james@zsnsolutions.com

Sponsoring Administrator: Matt Hill (Print Name) Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 11/17/2022 Account Code: 01.0-65000.0-57601-11804-5810-7440000

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;

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $85 per hour for a total not to exceed **$69,615**

2. The term of the Agreement shall be the period commencing 11/14/2022 and terminating 05/25/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which ZSN Systems & Solutions LLC will provide a credentialed special education teacher.

6. The Consultant shall provide a clear and concise invoice noting 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 the 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.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to ZSN Systems & Solutions LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless ZSN Systems & Solutions LLC from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

ZSN Systems & Solutions LLC shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of ZSN Systems & Solutions LLC or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of ZSN Systems & Solutions LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, ZSN Systems & Solutions LLC shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If ZSN Systems & Solutions LLC fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by ZSN Systems & Solutions LLC demand.

District shall save and hold ZSN Systems & Solutions LLC, harmless from and against and shall indemnify ZSN Systems & Solutions LLC for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If ZSN Systems & Solutions LLC is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, ZSN Systems & Solutions LLC may defend the same and any expenses, including reasonable attorney's fees, which ZSN Systems & Solutions LLC may pay or incur in defending said action and the amount of any judgment which ZSN Systems & Solutions LLC may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]

Sharon Cuseo

[redacted]

Assistant Superintendent, Instruction
Title

[redacted]

Signature

[redacted]

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

ZSN Systems & Solutions LLC
Consultant/Company

Jason Heroes

[redacted]

Print Representative Name

Director of Opertions

[redacted]

Title

[redacted]

Signature November 4th, 2022

[redacted]

Date

Burbank Unified School District
Special Education Department

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:	Sandra Shearer, Administrative Secretary
DATE:	November 17, 2022
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve an agreement for professional services to conduct an Independent Educational Evaluation (IEE) for the Special Education Student 960028007, 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 $5,500.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Capstone Psychological Services, to provide an Independent Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960028007, not to exceed $5,500 (01.0-65000.0-57602-11900-5850-7440000), effective November 18, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 11th day of October 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Capstone Psychological Services hereinafter referred to as "Consultant."

Payee's Name: Capstone Psychological Services Daytime Phone Number: 626-389-5779

Mailing Address: 444 S. Marengo Ave. Pasadena, CA 91101 Email Address: lstevenson@capstonepsych.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 11/17/2022 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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;

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, for a total not to exceed $5,500 **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 11/18/2022 and terminating on: 05/25/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Capstone Psychological Services will provide a Psychological-Educational Evaluation (IEE) for Special Education Student 960028007. This cost includes the following: review of all educational documents, interviews with educational staff, observations, direct assessment of the student (this usually involves multiple assessment sessions), scoring/interpretation of data, report writing and attendance at the IEP meeting to review the report/discuss findings.

5. The Consultant shall provide a clear and concise invoice noting 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 the 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 provide the following to District:
    - Proof of COVID 19 vaccination
    - Sign and return Districts COVID-19 addendum

11. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

12. Communicate within twenty-four hours to Capstone Psychological Services the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

13. The District agrees to indemnify, defend and hold harmless Capstone Psychological Services from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

15. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Capstone Psychological Services shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Capstone Psychological Services or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Capstone Psychological Services, its agents, subcontractors, employees or other representatives referred to in this Agreement, Capstone Psychological Services shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Capstone Psychological Services fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Capstone Psychological Services demand.

District shall save and hold Capstone Psychological Services, harmless from and against and shall indemnify Capstone Psychological Services for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Capstone Psychological Services is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Capstone Psychological Services may defend the same and any expenses, including reasonable attorney's fees, which Capstone Psychological Services may pay or incur in defending said action and the amount of any judgment which Capstone Psychological Services may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Print Representative Name

Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Capstone Psychological Services
Consultant/Company

Lauren Stevenson, PsyD
Print Representative Name

Director
Title

Signature

11/2/22
Date

Burbank Unified School District
Special Education Department

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:	Sandra Shearer, Administrative Secretary
DATE:	November 17, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The purpose of this agreement for professional services is to hire an outside speech and language pathologist (as a consultant) to provide speech and language therapy and conduct assessments, write reports and attend IEP meetings for Special Education Students.

Discussion/Issues:

The District is obligated to provide assessments and implement Individualized Education Plans (IEP's) for students who attend our schools. The District does not have current staff able to support the current caseload overage and is, therefore, contracting with one to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $90,000.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Lori Pogarian, Speech and Language Pathologist, to provide speech and language therapy, conduct assessments, written reports and attend student IEP meetings, not to exceed $90,000 (01.0-65000.0-57602-11900-5850-7440000), effective November 1, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
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Fax: (818) 729-4573
www.burbankusd.org

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 26th day of October 2022 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Lori Pogarian hereinafter referred to as "Consultant."

Payee's Name: Lori Pogarian Daytime Phone Number: 818-400-8048

Mailing Address: 3027 Henrietta Ave. La Crescenta CA 91214

Email Address: loripogarian@gmail.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 11/17/2022 Account Code: 01.0-65000.0-57602-11901-5850-7440000

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;

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $90 per hour, for a total not to exceed **$90,000**

2. The term of the Agreement shall be the period commencing on: 11/01/2022 and terminating on: 05/25/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Lori Pogarian who will provide speech and language assessments, reports, attend IEPs and support BUSD teachers; up to 8 hours per day for 125 days.

6. The Consultant shall provide a clear and concise invoice noting 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 the 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.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Lori Pogarian the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Lori Pogarian from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Lori Pogarian shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Lori Pogarian or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Lori Pogarian, its agents, subcontractors, employees or other representatives referred to in this Agreement, Lori Pogarian shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Lori Pogarian fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Lori Pogarian demand.

District shall save and hold Lori Pogarian, harmless from and against and shall indemnify Lori Pogarian for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Lori Pogarian is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Lori Pogarian may defend the same and any expenses, including reasonable attorney's fees, which Lori Pogarian may pay or incur in defending said action and the amount of any judgment which Lori Pogarian may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Sharon Cuseo
Print Representative Name

[redacted]
Assistant Superintendent, Instruction
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Lori Pogarian
Consultant/Company

[redacted]
Lori Pogarian
Print Representative Name

[redacted]
Title MS, CCC-SLP

[redacted]
Signature

[redacted]
Date 10/31/22

Burbank Unified School District
Special Education Department

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:	Sandra Shearer, Administrative Secretary
DATE:	November 17, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify the agreement for professional services for Special Education Student 960004380, 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 doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

There is no fiscal impact to the District. The total not to exceed $1,822.50 will be paid for through an ADR grant.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960004380, no fiscal impact to District, through a ADR grant not to exceed $1,822.50 (01.0-65360.0-57602-11900-5850-7440000), effective October 31, 2022 through December 23, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
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Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 25th day of October 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Professional Tutors of America hereinafter referred to as "Consultant."

Payee's Name: Professional Tutors of America Daytime Phone Number: 714-784-3454

Mailing Address: 3350 E. Birch Street, Brea, CA 92826 Email Address: rgordon@professionaltutors.com

Sponsoring Administrator: Matt Hill (Print Name) Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 11/17/2022 Account Code: 01.0-65360.0-57602-11900-5850-7440000

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;

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $135 per hour for a total not to exceed $1,822.50 **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 10/31/2022 and terminating on: 12/23/2022.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Professional Tutors of America will provide 13.5 hours of speech and language therapy for student 960004380.

6. The Consultant shall provide a clear and concise invoice noting 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 the 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.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Professional Tutors of America the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Professional Tutors of America from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Professional Tutors of America shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Professional Tutors of America or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Professional Tutors of America, its agents, subcontractors, employees or other representatives referred to in this Agreement, Professional Tutors of America shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Professional Tutors of America fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Professional Tutors of America demand.

District shall save and hold Professional Tutors of America, harmless from and against and shall indemnify Professional Tutors of America for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Professional Tutors of America is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Professional Tutors of America may defend the same and any expenses, including reasonable attorney's fees, which Professional Tutors of America may pay or incur in defending said action and the amount of any judgment which Professional Tutors of America may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]

Sharon Cuseo
Print Representative Name

[redacted]

Assistant Superintendent, Instruction
Title

[redacted]

Signature

[redacted]

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Professional Tutors of America
Consultant/Company

Robert Gordon

[redacted]

Print Representative Name

CEO

[redacted]

Title

Robt Gordon

[redacted]

Signature

10/25/22

[redacted]

Date

Burbank Unified School District
Special Education Department

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:	Sandra Shearer, Administrative Secretary
DATE:	November 17, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement for professional services to provide a Auditory-Verbal Assessment for Special Education Student 960039152, 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 $1,000.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Speech Bananas Inc., to provide an Independent Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960039152, not to exceed $1,000 (01.0-65000.0-57602-11900-5850-7440000), effective October 19, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 19th day of October 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Speech Bananas Inc. hereinafter referred to as "Consultant."

Payee's Name: Speech Bananas Inc. Daytime Phone Number: 562-354-6043

Mailing Address: 3840 Woodruff Ave., Ste. 211 Long Beach, CA 90808

Email Address: jreeder@speechbananas.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 11/17/2022 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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;

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a total not to exceed **$1,000**
2. The term of the Agreement shall be the period commencing on: 10/19/2022 and terminating on: 05/25/2023.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Speech Bananas Inc. who will provide an Auditory-Verbal Assessment and attend the IEP for Special Education Student 960039152.
6. The Consultant shall provide a clear and concise invoice noting 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 the 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.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Speech Bananas Inc. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Speech Bananas Inc. from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Speech Bananas Inc. shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Speech Bananas Inc. or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Speech Bananas Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, Speech Bananas Inc. shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Speech Bananas Inc. fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Speech Bananas Inc. demand.

District shall save and hold Speech Bananas Inc., harmless from and against and shall indemnify Speech Bananas Inc. for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Speech Bananas Inc. is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Speech Bananas Inc. may defend the same and any expenses, including reasonable attorney's fees, which Speech Bananas Inc. may pay or incur in defending said action and the amount of any judgment which Speech Bananas Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]

Print Representative Name

[redacted]

Title

[redacted]

Signature

[redacted]

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Speech Bananas Inc.
Consultant/Company

JENNIFER REEDER

Print Representative Name

DIRECTOR

Title

Signature

10/19/22

Date

Burbank Unified School District
Special Education Department

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:	Sandra Shearer, Administrative Secretary
DATE:	November 17, 2022
SUBJECT:	Ratification of Reimbursement to Parent for Transportation (Special Education)

Background:

Student 960012169 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 travel reimbursement to cover two round trips to visit the student during the 2022/2023 regular school year.

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:

Total not to exceed $4,000.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education, ratify reimbursement to the parent of Special Education Student 960012169 visit student who attends a Non Public School (NPS), per IEP, not to exceed $4,000, effective October 1, 2022 through June 30, 2023, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education and Superintendent
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	November 17, 2022
SUBJECT:	Approval to Close Imprest Fund

Background:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education to approve the closure of the Imprest Fund for the following administrators:

School Site /Department	Administrator's Name
Luther Burbank Middle School	Oscar Macias

Discussion/Issues:

Board of Education Policy 3451 provides for the establishment of the revolving funds/imprest accounts at school sites and administrators. In accordance with this policy, if a principal's/administrator's assignment is added or changed, their imprest fund must be established.

Fiscal Impact:
None

Recommendations:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the closure of the Imprest Funds due to separation from the District, retirement or change in assignment, as presented.

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education and Superintendent
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	November 17, 2022
SUBJECT:	Approval to Establish Imprest Fund

Background:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve establishment of the Imprest Fund for the following administrators:

School Site /Department	Administrator's Name
Luther Burbank Middle School	Steven Hubbell

Discussion/Issues:

Board of Education Policy 3451 provides for the establishment of the revolving funds/imprest accounts at school sites and administrators. In accordance with this policy, if a principal's/administrator's assignment is added or changed, their imprest fund must be established.

Fiscal Impact:
None

Recommendations:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the establishment of the Imprest Fund due to new hire, retirement or change in assignment, as presented.

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	November 17, 2022
SUBJECT:	Approval of Amendment #2 Authorization of Signatures

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Background:
Education Code Sections 35143, 42632, and 42633 provide for authorized officers of the Burbank Unified School District to sign notices of employment, contracts and orders drawn on the funds of the District.

Discussion/Issues:
In order to conduct the daily business of the District, individual officers, as named by formal board of Education action, must be authorized to sign warrants, checks, contracts, notices or other legal documents. If persons authorized to sign such documents are unable for any reason to do so, the law requires that a majority of the Board members sign in their place for the particular document.

The attached "Certification of Signatures" form is the form required by the Los Angeles County Office of Education to be used to process the District's paper work associated with warrants, checks, contracts, notices or other legal documents. This form indicates which persons have been approved by the Board of Education to sign the documents indicated.

Please note: Changes in bold and with an asterisk.

Fiscal Impact:
None.

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the amended authorization of signatures, for the period of November 4, 2022 through June 30, 2023, as presented.

Document and/or Transaction	Approved/Authorized by:	
	Name	Title
authorized to sign any or all checks, contracts, notices, County People Soft System transactions, revolving cash, all District imprest accounts, adult clearing account documents, District purchase orders, and other legal documents	Andrew Cantwell	Assistant Superintendent, Administrative Services
authorized to sign any or all warrants, checks, contracts, notices or other legal documents of the District;	Matt Hill	Superintendent
authorized to sign human resource services related contracts and invoices	Sarah Niemann	Assistant Superintendent of Human Resources
authorized to sign instructional services related contracts and invoices	Sharon Cuseo	Assistant Superintendent, Instructional Services
authorized to sign instructional services related contracts and invoices	John Paramo	Assistant Superintendent, Educational Services
authorized to sign facilities-related contracts, notices, invoices and purchase orders	Larry Cross	Director of Facilities
authorized to sign District purchase orders and alternate signatory for all District imprest accounts	Alyssa Low	Director, Fiscal Services
authorized to sign County People Soft System transactions, revolving cash, adult clearing account documents and purchase orders	Carin Wantland	Assistant Supervisor of Budget & Finance
authorized to sign documentation pertaining to the Accumulation Program for Part-Time and Limited –Services Employees (APPLE Plan) and payroll taxes	Tiffany Maxwell	Payroll Supervisor

All of the following are approved to sign invoices as "approved for payment."

Department Heads	**Title**
Peter Knapik	Director, Elementary Education
Stacy Cashman	Director, Student Services
***Vacant**	Director, Special Education
Rick Vonk	Director, Technology Services
Carrie Bogdanovich	Director, Food Services
Stephanie Fields	Children's Center Coordinator

Principals	**School Site**
Rebecca Roundtree Harris	Disney Elementary
Laura Flosi	Edison Elementary
Jennifer Almer	Emerson Elementary
Martha Walter	Harte Elementary
Ron Young	Jefferson Elementary
Liz Costella	McKinley Elementary
Judy Hession	Miller Elementary
Jennifer Culbertson	Providencia Elementary
Matthew Osmond	Roosevelt Elementary
Jill Johnson	Stevenson Elementary
Laura Vinyard	Washington Elementary
Kenneth Knoop	Dolores Huerta M.S.
***Steven Hubbell**	Luther M.S
Greg Miller	Muir M.S.
Julie Markussen	Burbank H.S.
Matthew Chambers	John Burroughs HS
April Weaver	Monterey H.S.
Juan Noguera	Adult School

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	November 17, 2022
SUBJECT:	Acceptance of Notice of Completion, Johnson Controls, Remove Fire Alarm Devices from Leased Portables, Two-Story Modular Project, Walt Disney Elementary School (Bond Fund)

Background:
The District is in the process of constructing a two-story modular building (the "Disney Project"), including related site improvements at the Walt Disney Elementary School site.

District-Wide Goals for 2022-2023:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

Discussion/Issues:
The District received a proposal from Johnson Controls to remove fire alarm devices that were installed in two leased portables during the construction period of the two-story modular project at Disney Elementary School. On November 3, 2022, the Board of Education approved the ratification of the award of contract.

This work was completed in July 2022.

Fiscal Impact:
$1,309.68 (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Remove Fire Alarm Devices from Leased Portables that were utilized during the Two-Story Modular Building Project at Walt Disney Elementary School, Req #0002212, not to exceed $1,309.68 (213-00000.0-91008-85000-5850-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : Andrew Cantwell, Assistant Superintendent, Administrative Services

PREPARED BY: Larry Cross, Director of Facilities

SUBMITTED BY: Crystal Cozakos, Senior Administrative Assistant

DATE: November 17, 2022

SUBJECT: Approval of Deductive Change No.1, Santa Clarita Concrete, Site & Structural Concrete, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
Burbank Unified School District issued a Notice Inviting Bids for Bid 2021-003, a multi-prime contract for the Two-Story Modular Building Project at Walt Disney Elementary School. There were eight (8) big packages in total. The District and Lundgren Management, General Construction Manager, received and opened the bids on Thursday, February 18, 2021.
Qualifying Bids for Site & Structural Concrete, 2021-003-03, received were as follows:

	Bid Proposal Amount	Alternate
Santa Clarita Concrete	$448,900	$58,700
Reyes Electrical Contractor Inc.	$488,988	$100
RCCI dba Ramirez Company	$500,000	$36,000
Inland Building Construction Companies Inc.	$505,800	$-13,000
MVC Enterprises Inc.	$621,000	$94,000
Toby B. Hayward Inc.	$648,784	$7,500

District-Wide Goals for 2022-2023:

4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

Discussion/Issues:
On March 4, 2021, the Board of Education approved to award the contracts to the bids that were recommended by Lundgren Management; Santa Clarita Concrete was selected for the site concrete and structural concrete for the permanent modular classroom building and sitework project at Walt Disney Elementary School.
On October 7, 2021, the Board of Education approved additive change order No.1 to cover the slurry that was added to the restroom building to achieve the required elevation, that was not included in the initial scope.

On January 20, 2022, the Board of Education approved additive change order No.2-5 for the additional expenses due to the following: embed delays/delay of contract by SilverCreek; fabrication of missing stair bolt templates; installation of missing trim bars; and removal and reinstallations of incorrectly placed and non-compliant staircase bolts.

On April 21, 2022, the Board of Education approved additive change order No.6 for the placement of concrete under stairs in lieu of asphalt to provide SilverCreek with the area for installation of missing cane-detector railings prior to their demobilization.

On August 18, 2022, the Board of Education approved additive change order No.7 for the construction of a CPI gravity wall at the backflow area on the new building.
The Board also approved additive change order No.8 to cover labor, material, and equipment to add concrete flatwork to the lunch shelter and the stairs by the elevator machine room.

Financial Impact:
$3,872 decrease for a revised total of $582,530.99 (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve deductive change order No.1 between Burbank Unified School District and Santa Clarita Concrete for the Site & Structural Concrete for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $582,530.99 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The decreased amount of $3,872 bringing the total not to exceed amount to $582,530.99, is a credit for the elimination of the curb at the northside of the field and mowstrips around 11 trees. This deductive change order corresponds with change order No.9 per vendor.

CHANGE ORDER

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework	**Change Order No.:** SCC - 009 Owner's Request	**Date:** 10/26/22

CONTRACTOR: Santa Clarita Concrete

ITEM NO.	PCO NO.	CHANGE DESCRIPTION	AMOUNT
01	SCC 009	Provide credit for the elimination of curb at north side of field and mowstrips around 11 trees.	$ (3,872.00)

CONTRACT PRICE ADJUSTMENT

Original Contract Price	$ 507,600.00
Net Change by Previously Authorized Change Orders	$ 78,802.99
Adjusted Contract Price Prior to This Change Order	$ 586,402.99
Amount of This Change Order INCREASE	$ -
Amount of This Change Order (DECREASE)	$ (3,872.00)
New Adjusted Contract Price Including This Change Order	$ 582,530.99

CONTRACT TIME ADJUSTMENT

1. X No time adjustment.
2. ___ Add ___ compensable days.
3. ___ Deduct ___ compensable days.
4. ___ Add ___ non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.
6. ADJUSTED CONTRACT TIME: _____

This Change Order is enforceable and binding only if: (i) executed on behalf of the Construction Manager, Architect, Contractor and District and (ii) approved by the District's Board of Trustees. The Contract TIme and Contract Price adjustments of Change Order are the full and final adjustments for the items/work subject to this Change Order. The Contractor releases any other right or claim to adjustment of the Contract Price or Contract TIme for the items/work subject to this Change Order; the foregoing includes waiver of rights under Civil Code §1542.

Submitted By CONTRACTOR:

Signature	Date
	10/26/22
Curtis Marzinzik	Project Manager
Printed Name	**Title**

Reviewed By ARCHITECT:

Signature	Date
Albert Quesada	10/27/2022
Albert Quesada	*Architect of Records*
Printed Name	**Title**

Reviewed By CONSTRUCTION MANAGER:

Signature	Date
	10/26/2022
Claudenice McCalister	*Project Manager*
Printed Name	**Title**

Reviewed By DISTRICT:

Signature	Date
Larry Cross	*Dierector of Facilities*
Printed Name	**Title**

Approved Following Board of Trustees Approval:

Signature	Date
Printed Name	**Title**

PROPOSED CHANGE ORDER (PCO)

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021 - 003-03 - Site Concrete & Structural Concrete	**PCO No.:** SCC-010 **CCD No.:** SCC-006	**Date:** 10/26/22

OWNER: Burbank Unified School District 510 S Shelton Street Burbank, CA 91506-2818 **Phone:** (818)-729-5503 **E-Mail:** larrycross@burbankusd.org	**CONTRACTOR:** SantaClarita Concrete 16164 Sierra Highway Santa Clarita, CA 91390 **Phone:** (661) 298-4585 **E-Mail:** curtis@santaclaritaconcrete.com

Summary of change(s) in the Work per the approved D-CCD:

Provide credit for the elimination of curb at north side of field and mowstrips around 11 trees , as indicated on plan drawing L401 and details drawing L601 (attached).

Final Contract Price Adjustment: Inclusive of any/all estiamted costs directly associated with performance of the Change and all mark-up allowed by the Construction Agreement.

1. ___ Contract Price remains unchanged.
2. X Mutually agreed Lump Sum Price X Increase of $3,872.00 Decrease of $_____.
3. ___ Mutually agreed Lump Sum allocation of Allowance funds in the amount of $ _____.
4. ___ Unit Price ___ Increase of ___ Decrease of $ _____, Per Unit Price Bid Composite.
5. ___ T&M (Labor, Materials and Equipment) Price Not To Exceed $_____. Contractor must furnish detailed records of labor, material, and equipment utilization with allowable contractual mark-up to substantiate and finalize the Time and Materials increase.

6. ___ Contractor and District are unable to reach full agreement on an adjustment of the Contract Time and/or Contract Price on account of such Change. Upon completion of CCD work, if the Contractor and District have not agreed on the adjustment of Contract Time and/or Contract Price, the District shall issue a Unilatral Change Order for CCD work.

Final Contract Price Adjustment Applied as Follows:

1. ___ No Cost Adjustment. No Change Order will be issued.
2. ___ Contract Allowance of $_____. No Change Order will be issued.
3. X Project Contingency. Additive or Deductive Change Order will be issued of $3,872.00

Final Contract Time Adjustment:

1. X No time adjustment.
2. ___ Add _ compensable days.
3. ___ Deduct _ compensable days.
4. ___ Add _ non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.

When signed by the CONTRACTOR, ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document confirms the final contract price adjustment and the final contract time adjustment for the authorized work change(s).		
CONTRACTOR (Acknowledged and /Accepted)		10/26/22
Signature		**Date**
Curtis Marzinzik	Project Manager	
Printed Name	**Title**	
ARCHITECT	*Albert Quesada*	10/27/2022
Signature		**Date**
Albert Quesada	***Architect of Records***	
Printed Name	**Title**	
CONSTRUCTION MANAGER		**10/26/2022**
Signature		**Date**
Claudenice McCalister	***Project Manager***	
Printed Name	**Title**	
DISTRICT		
Signature		**Date**
Larry Cross	***Dierector of Facilities***	
Printed Name	**Title**	

CHANGE ORDER REQUEST

COR NUMBER SCC-012
PROJECT Walt Disney E.S.
OWNER/REP Lundgren Management
AUTHORIZED BY Claudenice McCalister
COR DATE 9/16/22
REFERENCE DCCD-006

16164 Sierra Highway
Santa Clarita, CA 91390
Phone 661.252.2012
Fax 661.298.4585
CA License No. 381605

CHANGE ORDER REQUEST NARRATIVE

Provide labor, material and equipment to perform work as directed by the authorized person listed above; Credit for work that was de-scoped in DCCD-006 - 11 planters at 16 lf each or 176 ft of curb.

QUALIFICATIONS

This COR may not be all inclusive of all work in this particular scope and additional CORs/AWAs from SCC and its sub-tier contractors
This COR will extend the schedule by the number of days listed below and those days will be accounted for at the end of the project
This COR only includes items specifically listed below, any additional items for this work scope may be billed separately.
Additional costs for escalations, lost productivity and extended GC costs may be submitted once the work is complete and the schedule is analyzed.

AUTHORIZATION *As Requested* **DATE** *9/16/22* **AREA** *Added concrete flatwork*

SUB TIER	DESCRIPTION	SUB-TOTAL	MARKUP	TOTAL
Curb Credit	Credit 176 ft of curb at $22/lf	-$3,872.00	Included	-$3,872.00
			TOTAL SUB TIER	**-$3,872.00**
			TOTAL COST THIS TICKET	**-$3,872.00**

SUB TOTAL: ***-$3,872.00***
BOND:
COR TOTAL: -$3,872.00

NUMBER OF WORKING DAYS ADDED TO THE SCHEDULE: ***Not Applicable***

CHANGE ORDER REQUESTS ARE DUE WITHIN THIRTY DAYS OF THIS CHANGE ORDER REQUEST OR PER THE CONTRACT CONDITIONS AND THE CALIFORNIA PUBLIC CONTACT CODE. FAILURE TO PROCESS CHANGE ORDER REQUESTS MAY RESULT IN ADDITIONAL COSTS INCLUDING BUT NOT LIMITED TO; INTEREST, PENALTIES, FILING FEES AND LEGAL FEES. COR PAYMENT DELAYS MAY ALSO CAUSE FUTURE TIME AND MATERIAL WORK TO BE DECLINED AND COULD CAUSE DELAYS TO CONSTRUCTION PERSUANT TO CALLFORNIA STATE PUBLIC CONTRACT CODE AND THE CONTRACT CONDITIONS. ALL COR WORK IS DONE AS REQUESTED AND IT IS ASSUMED THAT THE ENTITY MAKING THIS REQUEST HAS THE AUTHORITY AND/OR MEANS TO MAKE PAYMENT FOR ALL WORK LISTED ABOVE.

APPROVED: _____ **Date:** _____
Authorized Signer GC/CM/Owner/Owners Agent

Name: _____ **Title:** _____

APPROVED: _____ **Date:** _____
Santa Clarita Concrete

Name: Curtis Marzinzik **Title: Project Manager**

DISTRICT - CONSTRUCTION CHANGE DIRECTIVE (D-CCD)

PROJECT: Walt Disney ES - Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021-003-03 - Site Concrete & Structural Concrete	**CCD No.:** SCC-006 **RFI No.'s:** Owner's Request	**Date:** 07/25/2022 **Submittals/Drawing/Spec.**

OWNER: Burbank Unified School District 510 S Shelton Street Burbank, CA 91506-2818 **Phone:** (818)-729-5503 **E-Mail:** larrycross@burbankusd.org	**CONTRACTOR:** Santa Clarita Concrete 16164 Sierra Highway Santa Clarita, CA. 91390 **Phone:** (661) 298-4585 **E-Mail:** curtis@santaclaritaconcrete.com

Contractor is hereby directed to make the following change(s) in the Work:

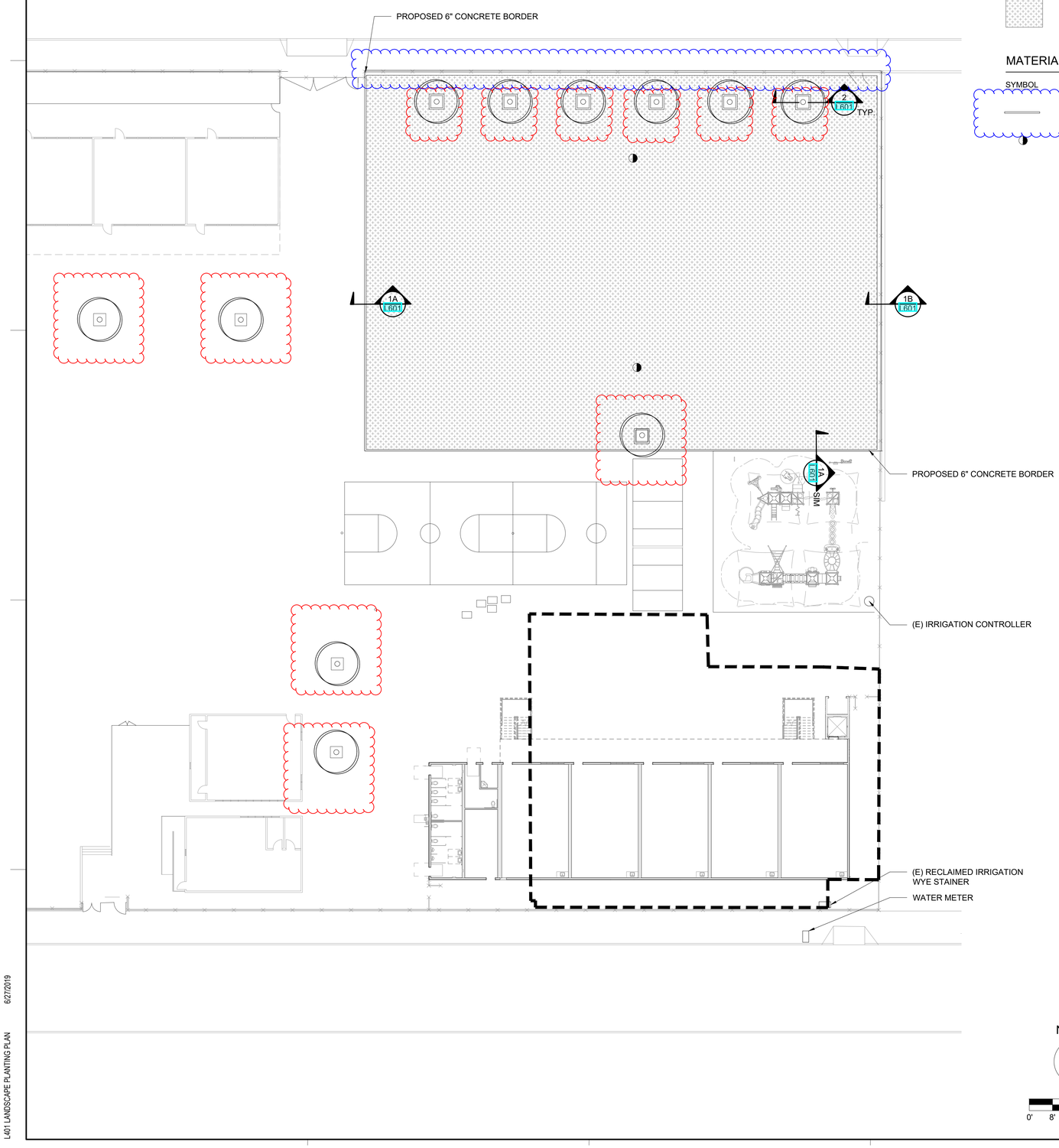
ITEM DESCRIPTION

Provide credit for the elimination of curb at north side of field and mowstrips around 11 trees , as indicated on plan drawing L401 and details drawing L601 (attached).

_____ *D-CCD Continuation Sheet(s) Attached*

When signed by the ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document becomes effective IMMEDIATELY as a Construction Change Directive. Contractor shall proceed with the change work described above.

ARCHITECT	Albert Quesada	08/25/2022
	Signature	**Date**
	Albert Quesada	*Architect of Records*
	Printed Name	**Title**
CONSTRUCTION MANAGER		7/25/2022
	Signature	**Date**
	Claudenice McCalister	*Project Manager*
	Printed Name	**Title**
DISTRICT	Larry Cross	08/26/22
	Signature	**Date**
	Larry Cross	*Director of Facilities*
	Printed Name	**Title**



PLANT SCHEDULE

TREES	BOTANICAL NAME	COMMON NAME	CONT	WUCOLS	DETAIL	QTY	REMARKS
	(E) EXISTING TREE	VARIES	EXISTING		2/L601	11	PROTECT IN PLACE
GROUND COVERS	**BOTANICAL NAME**	**COMMON NAME**	**CONT**	**WUCOLS**	**SPACING**	**QTY**	**REMARKS**
	TURF HYDROSEED	PRO SPORTSFIELD ELITE	HYDROSEED	M		22,055 SF	SEE SPECS. SUPPLIER: STOVER SEED COMPANY WWW.STOVERSEED.COM

MATERIAL SCHEDULE

SYMBOL	NAME	SUPPLIER	DETAIL	QTY	REMARKS
	6" WIDE CONC. BORDER	TBD	1/L601		
	SOIL TESTING PIT LOCATION			2	PERFORM (2) SOIL TESTS AT LOCATIONS SHOWN AND PROVIDE TEST RESULTS FROM CERTIFIED SOIL TESTING AGENCY. FOLLOW SOIL AMENDMENT RECOMMENDATIONS FOR NEW TURF FIELD.

NORTH

0' 8' 16' 32'

L401 LANDSCAPE PLANTING PLAN 6/27/2019

IDENTIFICATION STAMP
DIV. OF THE STATE ARCHITECT
APP: 03-119964 INC:
REVIEWED FOR
SS ☑ FLS ☑ ACS ☑
DATE: 11/20/2020

CANNONDESIGN
444 S. Flower St. Suite 4700
Los Angeles | California 90071
t 310.229.2700
f 310.229.2800
www.cannondesign.com

LICENSED ARCHITECT
VINCENT PETITO
No. C-14811
REN: 06/30/21
STATE OF CALIFORNIA

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PBCo
PAMELA BURTON & COMPANY
LANDSCAPE ARCHITECTURE
1430 Olympic Boulevard
Santa Monica, California 90404
310 828 6373 T
310 828 8054 F
www.pamelaburtonco.com

LICENSED LANDSCAPE ARCHITECT
PAMELA BURTON #2820
9/30/20
Renewal Date
STATE OF CALIFORNIA

BURBANK UNIFIED SCHOOL DISTRICT
Equity and Excellence

WALT DISNEY ELEMENTARY SCHOOL
PERMANENT MODULAR CLASSROOM BUILDING PROJECT

1220 W Orange Grove Ave, Burbank, CA 91506

A PROJECT FOR:
BURBANK UNIFIED SCHOOL DISTRICT

PROJECT NUMBER:
005947
DSA A# 03-119964

DRAWN: EB
CHECKED: MSM

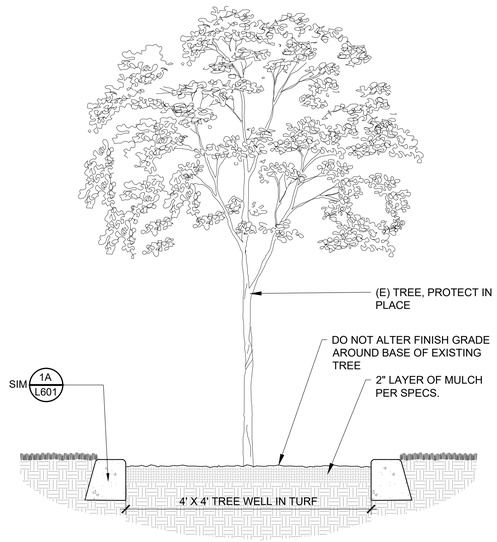
ISSUE/REVISION:
07/01/2019 DSA SUBMITTAL
09/28/2020 DSA BACKCHECK

BACKCHECK DOCUMENT

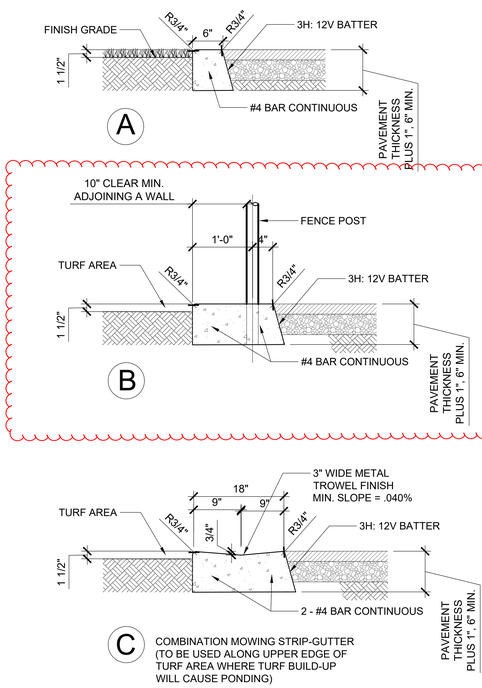
SEPTEMBER 2020

PLANTING PLAN

L401



2 CONCRETE MOW STRIP AT TREE WELL
1" = 1'-0"



1 MOW STRIP DETAILS
1" = 1'-0"

L601 LANDSCAPE DETAILS & NOTES 6/27/2019

IDENTIFICATION STAMP
DIV. OF THE STATE ARCHITECT
APP: 03-119964 INC:
REVIEWED FOR
SS ☑ FLS ☑ ACS ☑
DATE: 11/20/2020

CANNONDESIGN
444 S. Flower St. Suite 4700
Los Angeles | California 90071
t 310.229.2700
f 310.229.2800
www.cannondesign.com

LICENSED ARCHITECT
VINCENT PETITO
NO. C-14811
REN: 06/30/21
STATE OF CALIFORNIA

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LICENSED LANDSCAPE ARCHITECT
PAMELA BURTON #4900
9/30/20
Renewal Date
STATE OF CALIFORNIA

BURBANK UNIFIED SCHOOL DISTRICT
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WALT DISNEY ELEMENTARY SCHOOL
PERMANENT MODULAR CLASSROOM BUILDING PROJECT

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SEPTEMBER 2020

DETAILS

L601

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	November 17, 2022
SUBJECT:	Approval of Additive Change No.3, Marina Landscape Inc., Landscaping & Irrigation, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
Burbank Unified School District issued a Notice Inviting Bids for Bid 2021-003, a multi-prime contract for the Two-Story Modular Building Project at Walt Disney Elementary School. There were eight (8) bid packages in total. The District and Lundgren Management, General Construction Manager, received and opened the bids on Thursday, February 18, 2021.
Qualifying Bids for Landscaping & Irrigation, 2021-003-08, received were as follows:

Mariposa Landscapes Inc.	$43,461.53	Withdrew
Marina Landscapes Inc.	$110,900.00	

District-Wide Goals for 2022-2023:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

Discussion/Issues:
On March 4, 2021, the Board of Education approved to award the contracts to the bids that were recommended by Lundgren Management; Marina Landscape Inc. was selected for the landscaping and irrigation for the permanent modular classroom building and sitework project at Walt Disney Elementary School.

On June 16, 2022, the Board of Education approved additive change order No.1 to remove and relocate sleeving previously installed.
On August 18, 2022, the Board of Education approved additive change No,1 to plant sod in lieu of hydroseed for the field at Walt Disney Elementary School. Marina Landscape will also provide the maintenance during the establishment period.

Financial Impact:
$2,622.20 Increase for a Revised Total of $143,744.84 (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.3 to the agreement between Burbank Unified School District and Marina Landscape Inc. for Landscaping & Irrigation for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $143,744.84 (21.3-00000-0-91008-85000-6170-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $2,622.20 brings the not to exceed amount to $143,744.84 for the installation of Rainmaster Eagle Green Tech Assembly Irrigation Controller in lieu of Rainbird ESP-LXME Irrigation Controller.

CHANGE ORDER

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework	Change Order No.: MLI - 003 Owner's Request	Date: 07/25/22

CONTRACTOR:

ITEM NO.	PCO NO.	CHANGE DESCRIPTION	AMOUNT
01	MLI 003	Installation of Rainmaster Eagle Green Tech Assmbly Irrigation Controller in lieu of Rainbird ESP-LXME Irrigation Controller.	$ 2,622.20

CONTRACT PRICE ADJUSTMENT

Original Contract Price	$	110,900.00
Net Change by Previously Authorized Change Orders	$	30,222.64
Adjusted Contract Price Prior to This Change Order	$	141,122.64
Amount of This Change Order INCREASE	$	2,622.20
Amount of This Change Order (DECREASE)	$	-
New Adjusted Contract Price Including This Change Order	$	143,744.84

CONTRACT TIME ADJUSTMENT

1. X No time adjustment.
2. ___ Add 0 compensable days.
3. ___ Deduct 0 compensable days.
4. ___ Add 0 non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.
6. ADJUSTED CONTRACT TIME: _____

This Change Order is enforceable and binding only if: (i) executed on behalf of the Construction Manager, Architect, Contractor and District and (ii) approved by the District's Board of Trustees. The Contract Time and Contract Price adjustments of Change Order are the full and final adjustments for the items/work subject to this Change Order. The Contractor releases any other right or claim to adjustment of the Contract Price or Contract Time for the items/work subject to this Change Order; the foregoing includes waiver of rights under Civil Code §1542.

Submitted By CONTRACTOR:

Signature	Date
	8/30/2022
Printed Name	**Title**
NIKKI WILLIAMS	Sec/Mgr

Reviewed By ARCHITECT:

Signature	Date
Albert Quesada	08/29/2022
Albert Quesada	*Architect of Records*
Printed Name	**Title**

Reviewed By CONSTRUCTION MANAGER:

Signature	Date
	7/25/2022
Claudenice McCalister	*Project Manager*
Printed Name	**Title**

Reviewed By DISTRICT:

Signature	Date
Larry Cross	08/26/22
Larry Cross	*Dierector of Facilities*
Printed Name	**Title**

Approved Following Board of Trustees Approval:

Signature	Date
Printed Name	**Title**

PROPOSED CHANGE ORDER (PCO)

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021 - 003-08 - Landscaping&Irrigation	**PCO No.:** MLI-003 Owner's Request **CCD No.:** MLI-003	**Date:** 07/25/22

OWNER: Burbank Unified School District 510 S Shelton Street Burbank, CA 91506-2818 **Phone:** (818)-729-5503 **E-Mail:** larrycross@burbankusd.org	**CONTRACTOR:** Marina Landscape, Inc. 1900 S. Lewis Street Anaheim, CA. 92805 **Phone:** (714) 704-0428 **E-Mail:** bjensen@marinaco.com

Summary of change(s) in the Work per the approved D-CCD:

Installation of Rainmaster Eagle Green Tech Assembly Irrigation Controller in lieu of Rainbird ESP-LXME Irrigation Controller.

The service should include:

1) Labor and material for the installation of new controller.

2) Added cost for the Rainmaster Eagle Tech Assembly controller.

3) Credit for the elimination of Rainbird ESP-LXME controller.

Proposal acceptd as described in the attachment.

Final Contract Price Adjustment: Inclusive of any/all estiamted costs directly associated with performance of the Change and all mark-up allowed by the Construction Agreement.

1. ___ **Contract Price remains unchanged.**
2. X **Mutually agreed Lump Sum Price** X **Increase of** $ 2,622.20 **Decrease of** $_____.
3. ___ **Mutually agreed Lump Sum allocation of Allowance funds in the amount of** $ _____.
4. ___ **Unit Price** ___ **Increase of** ___ **Decrease of** $ _____, **Per Unit Price Bid Composite.**
5. ___ **T&M (Labor, Materials and Equipment) Price Not To Exceed** $_____. **Contractor must furnish detailed records of labor, material, and equipment utilization with allowable contractual mark-up to substantiate and finalize the Time and Materials increase.**

6. ___ **Contractor and District are unable to reach full agreement on an adjustment of the Contract Time and/or Contract Price on account of such Change. Upon completion of CCD work, if the Contractor and District have not agreed on the adjustment of Contract Time and/or Contract Price, the District shall issue a Unilatral Change Order for CCD work.**

Final Contract Price Adjustment Applied as Follows:

1. ___ **No Cost Adjustment. No Change Order will be issued.**
2. ___ **Contract Allowance of** $_____. **No Change Order will be issued.**
3. X **Project Contingency. Additive or Deductive Change Order will be issued of** $2,622.20

Final Contract Time Adjustment:

1.X **No time adjustment.**
2. ___ **Add _ compensable days.**
3. ___ **Deduct _ compensable days.**
4. ___ **Add** ___ **non-compensable days.**
5. ___ **TBD: Critical path Analysis to be Submitted.**

When signed by the CONTRACTOR, ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document confirms the final contract price adjustment and the final contract time adjustment for the authorized work change(s).

CONTRACTOR (Acknowledged and /Accepted)

Signature	Date
Nikya Williams	Senior PM
Printed Name	**Title**

ARCHITECT

Signature	Date
Albert Quesada	*Architect of Records*
Printed Name	**Title**

CONSTRUCTION MANAGER

Signature	Date
Claudenice McCalister	*Project Manager*
Printed Name	**Title**

7/25/2022

DISTRICT

Signature	Date
Larry Cross	*Dierector of Facilities*
Printed Name	**Title**

DISTRICT - CONSTRUCTION CHANGE DIRECTIVE (D-CCD)

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021 - 003-08 - Landscaping & Irrigation	**CCD No.:** MLI-003 **RFI No.'s:** Owner's Request	**Date:** 07/25/2022 **Submittals/Drawing/Spec.**

OWNER: Burbank Unified School District 510 S Shelton Street Burbank, CA. 91506-2818 **Phone:** (818)-729-5503 **E-Mail:** larrycross@burbankusd.org	**CONTRACTOR:** Marina Landscape, Inc. 1900 S. Lewis Street Anaheim, CA. 92805 **Phone:** (714) 704-0428 **E-Mail:** bjensen@marinaco.com

Contractor is hereby directed to make the following change(s) in the Work:

ITEM DESCRIPTION
Installation of Rainmaster Eagle Green Tech Assembly Irrigation Controller in lieu of Rainbird ESP-LXME Irrigation Controller.
The service should include:
1) Labor and material for the installation of new controller.
2) Added cost for the Rainmaster Eagle Tech Assembly controller.
3) Credit for the elimination of Rainbird ESP-LXME controller.
_____ ***D-CCD Continuation Sheet(s) Attached***

When signed by the ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document becomes effective IMMEDIATELY as a Construction Change Directive. Contractor shall proceed with the change work described above.

ARCHITECT

Signature	**Date**
Albert Quesada	*Architect of Records*
Printed Name	**Title**

CONSTRUCTION MANAGER

Signature	**Date**
Claudenice McCalister	7/25/2022
Printed Name	**Title**
Project Manager	

DISTRICT

Signature	**Date**
Larry Cross	*Dierector of Facilities*
Printed Name	**Title**

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	November 17, 2022
SUBJECT:	Approval of Award of Contract, Serban Sound & Communication, Furnish Ten (10) Clocks for the Bogen System, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
The District is in the process of constructing a two-story modular building (the "Disney Project"), including related site improvements at the Walt Disney Elementary School site.

District-Wide Goals for 2022-2023:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

Discussion/Issues:
The Bogen system needs to be set up for operation in the two-story modular building at Walt Disney Elementary School that was not included in the original plans. Serban Sound & Communication is furnishing the clocks only; District staff will complete installation.

Fiscal Impact:
$1,857.55 (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Serban Sound & Communication to Furnish Ten (10) Clocks for the Bogen System for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $1,857.55 (21.3-00000.0-91008-85000-4310-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

SERBAN
sound & communications

October 25, 2022 MB#622000-47

Burbank Unified School District
1900 West Olive Avenue
Burbank, CA 91506

RE: New Sapling Clocks 10

Serban Sound and Communication submits the following proposal for your approval.

SAM; 12" round surface clock, 24V	SAM-1BS-12R-4	ea.	10	1,639.50
Sales Tax				168.05
Shipping				50.00

Total
$1,857.55

Serban's price is contingent upon:
1. Any changes not contained in the scope of work will be documented in writing and agreed by both the customer and Serban Sound and Communications.
2. The material being dropped shipped to 510 South Shelton Street, Burbank, CA 91506.
3. Pricing is valid for 15 days.

Bid Exclusions:
1. Installation, Software, Configuration, Training, etc.

Signature_____ Date:_____

Purchase Order Number_____

Serban Sound & Communications looks forward to establishing a relationship with you beginning now and lasting well into the future. I hope that we will be able to provide you with all of the resources necessary to fulfill your needs. If you have any questions please don't hesitate to contact me.

Sincerely,

Flynn O'Neill
Serban Sound & Communications
All Tech Fire and Security
Voice: 661.371-3300 ext129
Email: flynn@serban.com