BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

Thursday, November 6, 2025

5:00 p.m. Closed Session
6:00 p.m. Open 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/XrYpZ7M2hMb1LJCS7 3pm on Wednesday, November 5th. 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 5:30 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 the day before, 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 speakerâ€™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 would like to make a Public Comment and require Spanish, Armenian, or ASL translation, please email cindyquiterio@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. CLOSED SESSION
The Board will meet in Closed Session for the purpose of the following:

3.a Conference with Legal Counsel - Existing Litigation Pursuant to Government Code 54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Student 960045365

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

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

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT
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, Fernandeno Tataviam, and First Nations on which we are learning, educating, and living.

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. PRESENTATIONS / RECOGNITIONS

8.a Recognition of a 2025-2026 Los Angeles County Teacher of the Year, Kara Clark
Human Resources Services recommends that the Board of Education recognize Kara Clark as a 2025-2026 Los Angeles County Teacher of the Year, as presented.
Recognition of a 2025-2026 Los Angeles Teacher of the Year Kara Clark.pdf

8.b Report on Burbank High School Programs
Steven Hubbell, Principal of Burbank High School, will report to the Board of Education on Burbank High School programs, as presented.

9. REPORTS FROM THE BOARD AND STAFF

9.a Student Representatives
Haily Hoang, John Burroughs High School; Natalie Garibyan, Burbank High School; and Hayk Smbatyan, Monterey High School; will report on activities at their respective schools.

9.b Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)
Sarah Schwartz; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

9.c Reports from the Superintendent
Oscar Macias, Interim Superintendent, will report on items of interest to the Board of Education and the community.

10. REQUESTS TO ADDRESS THE BOARD

10.a Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board
An individual or group representative may address the Board of Education on items on the agenda and on any subject within its jurisdiction 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 total may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

10.b Superintendent's Comments
Oscar Macias, Interim Superintendent, will respond to public comment.

10.c Board Members' Responses
Board Members will respond to public comment.

11. REPORTS TO THE BOARD

11.a Report on 2025-2026 Child Care Programs
Peter Knapik, Assistant Superintendent of Educational Services and Laura Flosi, Director of Child Care Programs, will report to the Board of Education an update on Child Care Programs, as presented.
Child Care Programs Board Report 11 6 25.pdf

12. NEW AND/OR UNFINISHED BUSINESS

12.a Adoption of Resolution 13 Proclaiming November 2025 as National Homeless Youth Awareness Month
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 13, proclaiming the month of November, 2025, as National Homeless Youth Awareness Month, as presented.
Board Homeless Month Resolution 2025.pdf

12.b Adoption of Resolution 14 Proclaiming November 3 through November 7, 2025, as National School Psychologist Week
Human Resources Services, recommends that the Board of Education adopt Resolution 14, Proclaiming November 3 through November 7, 2025, as National School Psychologist Week, as presented.
Adoption of Resolution 14 Proclaiming November 3 through November 7 2025 as National School Psychologist_Week.pdf

12.c Ratification of Agreement for Professional Services (Human Resources)
Human Resources Services recommends that the Board of Education ratify the Agreement for Professional Services between the Burbank Unified School District and Limerick Workplace Lactation Program, to provide workplace lactation support to District employees for a total cost not to exceed $1,500.00 (01.0-00000.0-00000-72000-5810-7550000) effective October 16, 2015 until terminated by either party and that authority to sign the Agreement for Professional Services be exercised pursuant BUSD--AR 3314, as presented.
Ratification of Agreement for Professional Services.pdf

12.d Ratification of Agreement for Professional Services (Human Resources)
Human Resources Services recommends that the Board of Education ratify the Agreement for Professional Services between the Burbank Unified School District and Linguabee, to provide American Sign Language interpreting and dictation for employees, and not to exceed $2,000.00 (01.0-00000.0-00000-72000-5810-7550000), effective December 20, 2024 until either party gives it notice to terminate the agreement, and that authority to sign the agreement be exercised pursuant BUSD--AR 3314, as presented.
Ratification of Agreement for Professional Services (Human Resources).pdf

12.e Approval of University Agreement- Pasadena City College
Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and Pasadena City College, to provide educational for student teachers effective February 1, 2026 through until terminated five (5) years on January 31, 2031, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.
Approval of University Agreement- Pasadena City College.pdf

12.f Approval of Deductive Change Order No.1, Best Contracting Services, 2425-022 Summer Roofing Project, Burbank High School (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education approve deductive change order No.1 between Burbank Unified School District and Best Contracting Services for the 2425-022 Summer Roofing Project at Burbank High School, not to exceed $3,049,920.57 (21.3-00000-0-91008-85000-6230-431-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD -AR3314, as presented.

Note: The original allowance approved for this project was for an additional $132,000 for any

unforeseen circumstances to complete the project. The $123,884.43 decrease, bringing the not to exceed to $3,049,920.57, is to return the unused allowance as the project is substantially complete as of September 24, 2025.
Ded CO1_BEST Contracting_BHS_Roof Project_Bond.pdf

12.g Approval of Deductive Change Order No.1, Best Contracting Services, 2425-022 Summer Roofing Project, Ralph Waldo Emerson Elementary School (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education approve deductive change order No.1 between Burbank Unified School District and Best Contracting Services for the 2425-022 Summer Roofing Project at Ralph Waldo Emerson Elementary School, not to exceed $1,482,870 (21.3-00000-0-91008-85000-6230-203-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

Note: The original allowance approved for this project was for an additional $47,500 for any unforeseen circumstances to complete the project. The $72,500 decrease, bringing the not to exceed to $1,482,870, is to return the unused allowance as well as credit the unused amount that was originally calculated in the approved bid, to replace the damaged deck. In the original scope, 30 square feet was estimated to be replaced but the contractor ended up only replacing 5 squares. This change order accurately reflects the expended amount as the project is substantially complete as of October 6, 2025.
Ded CO1_BEST Contracting_Emerson_Roof Project_Bond.pdf

12.h Approval of Advertising Campaign Agreement Between Burbank Unified School District and Nexstar Media Group & KTLA
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the advertising agreement between Burbank Unified School District and Nexstar Media Group & KTLA to promote the adult education programs to the community, effective November 14, 2025, concluding Januayr 31, 2026 not to exceed $ 40,000 (05% = 11.0-63910.0-41101-27000-5850-5330000, 30% = 11.0-63910.0-41102-27000-5850-5330000, 50% = 11.0-63910.0-41104-27000-5850-5330000, 15% = 11.0-63910.0-41106-27000-5850-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD -AR 3314, as presented.
Approval of Advertising Campaign Nextstar-KTLA 110625.pdf

12.i Approval of Memorandum of Understanding (MOU) Between Burbank Unified School District and PrimeMed Pharmacy
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Memorandum of Understanding (MOU) between Burbank Unified School District and PrimeMed Pharmacy as presented.
Approval of MOU BUSD and PrimMed Pharmacy 110625.pdf

12.j Approval of Amended Contract with High Trails Outdoor Science School for Disney Elementary School
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the amended contract with High Trails Outdoor Science School, effective July 1, 2025, through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
Amended OSS Contract Disney-High Trails.pdf

12.k Approval of Amended Agreement with Amplify

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the amended agreement with Amplify for a total not to exceed $54,402.92 (01.0-00000.0-11121-11100-5840-7420000), August 8, 2025, through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Amended Instructional Technology Software- Amplify.pdf

12.l First Reading of Proposed Revisions to Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records

Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Board's first reading of the proposed revision to Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records, as presented.

First Reading of Board Policy 3580 District Records and 5125 Student Records 11 6 25.pdf

12.mFirst Reading of Proposed Revisions to Administrative Regulation 4119.12 Title IX Sexual Harassment Complaint Procedures

Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Board's first reading of the proposed revision to Administrative Regulation 4119.12 Title IX Sexual Harassment Complaint Procedures, as presented.

First Reading of Administrative Regulation 4119.pdf

12.n First Reading of Proposed Revisions to Board Policy and Administrative Regulation 1312.3 Uniform Complaint Procedures

Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Boardâ€™s first reading of the proposed revision to Board Policy and Administrative Regulation 1312.3 Uniform Complaint Procedures, as presented.

First Reading of Board Policy and Administrative Regulation 1312.3 Uniform Complaint Procedures Complaint Procedures 11 6 25.pdf

12.o First Reading of Proposed Revisions to Board Policy and Administrative Regulations 5145.7 Sexual Harassment

Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Board's first reading of the proposed revision to Board Policy and Administrative Regulation 5145.7 Sexual Harassment, as presented.

First Reading of Board Policy and Administrative Regulation 5145.7.pdf

12.p Discussion and Approval of Amended Board Representation on District and Community Committees/Groups for 2025

The President of the Board of Education recommends that the Members of the Board approve the amended list of Board Representation on Committees / Groups for 2025, following discussion, as presented.

Board Representation on Committees Report.pdf

12.q Acceptance of Gifts

Oscar Macias, Interim 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 110625.pdf

13. 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.

13.a Approval of Minutes
Minutes 7.24.25 UNOFFICIAL AM.pdf

13.b Approval of Minutes
Minutes 8.11.25 UNOFFICIAL AM.pdf

13.c Approval of Minutes
Minutes 8.12.25 UNOFFICIAL AM.pdf

13.d Approval of Minutes
Minutes 8.21.25 UNOFFICIAL AM.pdf

13.e Approval of Minutes
Minutes 9.4.25 UNOFFICIAL AM.pdf

13.f Approval of Minutes
Minutes 10.7.25 Sp UNOFFICIAL AM.pdf

13.g Approval of Minutes
Minutes 10.9.25 UNOFFICIAL AM.pdf

13.h Approval of the 2025-2026 Purchase Order Report
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve purchase orders for 2025-2026 as listed through October 13, 2025, as presented.
2025-2026 PURCHASE ORDER REPORT.pdf

13.i Approval of Warrants
Mariam Abdelhamid, Ph.D., Assistant Superintendent, Business Services, recommends that the Board of Education approve commercial warrants in the total amount of $9,351,788.37, issued September 1, 2025 through September 30, 2025, as presented.
Approval of Warrants.pdf

13.j Approval of Amended Agreement for Professional Services
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the amended agreement between Burbank Unified School District and Sign Up Interpreting Services, LLC to provide ASL interpreters for parents during conferences, hearings, meetings and events on an as needed basis, effective August 5, 2025 through June 30, 2026, not to exceed $6,000 (01.0-00000.0-11100-10000-5810-7450000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
Board Memo-Sign Up 25-26 - AMENDED.pdf

13.k Approval of Amended District Memberships 2025-2026
Administrative Services, recommends that the Board of Education approve the amended District Memberships for the 2025-2026 school year, as presented.

District Memberships Amended - Cluster 4 Induction Directors 110625.pdf

13.l Approval of Agreement for Professional Services Provided by EJK Behavioral Consulting, Inc. for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and EJK Behavioral Consulting, Inc., to provide an FBA, not to exceed $4,000 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960044762, effective November 7, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960044762 EJK Behavioral Consulting, Inc..pdf

13.mApproval of Personnel Report 25-26-08

Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-08, covering Certificated and Classified personnel, and consisting of Pages 1 to 21 inclusive, as presented.

Personnel Report 25-26-08.pdf

13.n Action on Final Settlement Agreement (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960045365, total not to exceed $97,981, (01.0-65000.0-50010-36000-5813-7440000), August 12, 2025 through November 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960045365 Settlement Agreement.pdf

13.o Amended of Agreement for Professional Services Provided by Emit Learning LLC for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Emit Learning LLC, to provide a special education teacher, not to exceed $140,090 (01.0-65000.0-57601-11804-5810-7440000), effective October 20, 2025 through March 13, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval dated September 4, 2025, was to hire two special education teachers. The authorized amount was not to exceed $230,090. The two teachers hired were unable to complete their assignments so have left the District. A third teacher has been hired to replace one teacher which decreases the not to exceed amount by $90,000. The amended not to exceed amount is $140,090.

SPED Professional Services Emit Learning_Amendment.pdf

13.p Approval of Agreement for Professional Services Provided by Center for Developing Kids, Inc. for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Center for Developing Kids, Inc., to provide an IEE in the area of occupational therapy, not to exceed $2,500 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960035043, effective November 7, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960035043 Center for Developing Kids.pdf

13.q Amended Agreement for Professional Services Provided by The Stepping Stones Group for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and The Stepping Stones Group to provide a second credentialed special education teacher, not to exceed $213,465 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2024 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was July 24, 2025 for a total not to exceed $121,695. This amendment adds one additional special education teacher, for a total of two special education teachers, with an increase of $91,770. The new not to exceed amount is $213,465.
SPED Professional Services The Stepping Sontes Group_Amendment.pdf

13.r Amended of Agreement for Professional Services Provided by Moonshine Consultants Inc. for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Moonshine Consultants Inc. to provide a credentialed special education teacher, not to exceed $218,295 (01.0-65000.0-57601-11804-5810-7440000), effective August 12, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
Note: The original approval, dated October 9, 2025, authorized an amount not to exceed $109,515. This amendment adds one more special education teacher, for a total of two, with an additional increase of $108,780. The amended not to exceed amount is $218,295.
SPED Professional Services Moonshine Consultants_Amendment.pdf

13.s Amended of Agreement for Professional Services Provided by Soliant Health, LLC for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Soliant Health, LLC, to provide an APE special education teacher, not to exceed $96,425 (01.0-65000.0-57601-11804-5810-7440000), effective October 2, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
Note: The original approval, dated October 9, 2025, authorized an amount not to exceed $101,745 with a start date of September 22, 2025. The teacher was unable to start until October 2, 2025 which decreases the not to exceed amount by $5,320. The amended not to exceed amount is $96,425. The vendor also requested additional language, item 14., on the contract.
SPED Professional Services Soliant Health_Amendment.pdf

13.t Approval of Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.
Approval of Instructional Consultants 110625.pdf

13.u Ratification of Agreement for Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board

of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.
Ratification of Instructional Consultants Consent 110625.pdf

13.v Ratification of Approval of Rental Agreement, Mike Brown Grandstands, Inc., Burbank High School (BHS Site Fund/Football Trust)
The Administrative Services Department recommends that the Board of Education ratify a rental agreement between Burbank Unified School District and Mike Brown Grandstands, Inc., for temporary rental bleachers at Burbank High School, effective August 25, 2025 through October 21, 2025, not to exceed $8,580 (010-00000-0-11100-10000-4310-431-0000) BHS Site Fund/ (62500) Football Trust, and that authority to sign the agreement be exercised pursuant to BUSD -AR3314, as presented.
Ratify_Mike Brown Grandstand_ Bleacher Rental_BHS_Site funds.pdf

13.w Approval of Award of Contract, Jeff Painting, 2526-006 CUPCCAA Bid, Painting Gymnasium, Muir Middle School (Restricted Routine Maintenance)
The Administrative Services Department recommends that the Board of Education approve an award of contract between Burbank Unified School District and Jeff Painting for the 2526-006 CUPCCAA Bid for the Painting of the Gym Walls at Muir Middle School, effective November 7, 2025 through November 6, 2026, not to exceed $18,770 (010-81500-0-00000-85000-6250-322-0000) Restricted Routine Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD -AR3314, as presented.
AOC_Jeff Painting_Gym Painting_Muir_RRM.pdf

14. REPORTS FROM BOARD MEMBERS

14.a Reports from Board Members
Board of Education members will report on items within the jurisdiction of the Board.

15. ADJOURNMENT

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	November 6, 2025
SUBJECT:	Recognition of a 2025-2026 Los Angeles County Teacher of the Year, Kara Clark

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Background
The Los Angeles County Office of Education (LACOE) has proudly served as the sponsoring organization of the Los Angeles County Teachers of the Year Program. The program is the largest of its kind in California and is recognized nationally as the longest-running and most respected honors competition for public school teachers.

Discussion/Issues
From a highly competitive pool of 70 teachers representing 65 districts, 16 outstanding teaches were selected as Los Angeles County Teachers of the Year. We are proud to announce that Kara Clark, a Photo and Yearbook teacher at John Burroughs High School, has been honored with this prestigious recognition.

Kara underwent a rigorous selection process that included submitting essays, lesson plans, and participating in an in-depth interview. With over nine years of service, Kara brings passion, perseverance, and a deep commitment to her students. She turns the classroom into a creative space, helping each student discover their artistic and journalistic voice. Her recognition reflects not only her teaching excellence, but the strength and dedication of educators who shape young minds.

Fiscal Impact
None

Recommendation
Human Resources Services recommends that the Board of Education recognize Kara Clark as a 2025-2026 Los Angeles County Teacher of the Year, as presented.

Burbank Unified School District
Instructional Services Department

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Peter Knapik, Assistant Superintendent of Educational Services

PREPARED BY: Laura Flosi, Director of Child Care Programs

SUBMITTED BY: Glenda Diaz Nolasco, Administrative Secretary II

DATE: November 6, 2025

SUBJECT: Report on 2025-2026 Child Care Programs

Background

The Burbank Unified School District's mission is committed to the use of all available resources to provide a quality instructional program through which all children will develop to their fullest potential.

The goal of the Child Development Program is to provide each child with the best opportunities for intellectual, social, emotional and physical development through age-appropriate activities. The programs recognize individual differences of ability, language and culture and utilize learning activities to ensure success and achievement in the education of all children.

Programs offered:

- Around the Bell (ATB) - before and after school child care at all 11 elementary schools
- State-subsidized preschool and school-age before and after-school childcare programs
- After School Education/Safety Program – (ASES) child care at Disney, Providence, and Washington Elementary Schools and Luther Middle School
- Expanded Learning Opportunity Programs (ELOP)
- Community Partner – Burbank Parks and Recreation After School Daze (ASD)
- Community Partner – Conundrum

District-wide Goals 2022-2023

1.0 Students will be career/college ready via high-quality instruction
2.0 Students will be physically, emotionally, and mentally healthy
3.0 Recruit and retain highly qualified employees
4.0 Maintain efficient and effective operations

Discussion/Issues

The Director of Child Care Programs will provide the Board of Education an update on child care programs.

Fiscal Impact:

None.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services and Laura Flosi, Director of Child Care Programs, will report to the Board of Education an update on Child Care Programs, as presented.

Child Care Programs Financial Updates, Analysis and Recommendations

November 6, 2025

Child Development Department
Educational Services Division

Washington State Preschool Program

Current Facts

- One classroom, which serves 24 students; current enrollment is 19
- CSPP Beginning fund balance $217,995
- Projected State revenue $390,432
- Projected family fees $243
- Projected operating expenses $273,745
- Projected program net $334,925

Next Steps

- Continue with full enrollment
- Continue to watch the budget carefully

SCHOOL AGE PROGRAM- General Child Care

Current Facts

- Three classrooms, which serve 9 students in Room 31 at Harte, and 27 students in Room 1 at Washington
- CCTR Beginning fund balance $338,915
- Projected State revenue $562,268
- Projected Family fees $0
- Projected operating expenses $408,727
- Projected program net of $492,456

Next Steps

- Hired Site Supervisor (70%) ($57,954)
- Continue with full enrollment
- Continue to watch the budget carefully

ASES

Current Facts

- Classrooms at Disney, Providencia, Washington, and Luther
- ASES Beginning fund balance $74,786
- Projected State revenue $315,395
- Projected family fees $16,599
- Projected operating expenses $315,395
- Projected program net/loss of $91,385

Next Steps

- Hired ASES Teacher on Special Assignment (50%) ($48,069) (and 50% ELOP)
- Continue with full enrollment
- Continue to watch the budget carefully

Expanded Learning Opportunities Program (ELOP)

Current Facts

- Contract with Burbank Boys and Girls Club and Conundrum
- ELOP Beginning fund balance $2,282,815
- Projected State revenue $3,132,731
- Projected family fees $0
- Projected operating expenses $3,878,319
- Projected program net of $1,537,227

Next Steps

- Continue with full enrollment
- Continue to watch the budget carefully
- Expanding program to offer more academic help, physical activity, arts, and social-emotional learning

AROUND THE BELL (ATB)

Current Facts

- ATB programs located at all elementary sites
- Program hours 7:00 a.m. – 6:00 p.m.
- Current Fees: $173 per week for TK-K
- Current Fees: $133 per week for 1st – 5th grade
- ATB beginning Fund Balance: $690,445
- Projected Revenue $3,332,000
- Projected operating expenses $2,698,580
- Projected program net $1,323,865

Around the Bell Enrollment

Site	TK-K	1st-5th Grades	Total per Site
Disney	23	48	71
Edison	20	48	68
Emerson	20	17	37
Harte	11	26	37
Jefferson	21	66	87
McKinley	28	37	65
Miller	5	17	22
Providencia	16	4	20
Roosevelt	13	58	71
Stevenson	19	34	53
Washington	6	18	24
Overall total	182	373	555

AROUND THE BELL

Considerations:

- Class size is set at 30 students to make the classroom economically viable with a teacher and an instructional assistant
- Consider closing low-enrolled programs with less than 20 students
- Closed programs would be referred to other childcare agencies

YMCA @ HORACE MANN CHILDREN'S CENTER

Update from YMCA

- Seven classrooms (86 enrolled)
- Fully staffed
- Rates
  - Infants (6 weeks to 18 months) $2,172 per month
  - Toddler (18-24 months) $1,848 per month
  - Young Preschool (24-36 months) $1,670
  - Preschool (3-5 years) $1,670

Next Steps

- YMCA contract ends June 30, 2026
- Consider YMCA returning its program to the YMCA main campus

Discussion and Questions

BURBANK UNIFIED SCHOOL DISTRICT
Educational Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Dr. Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Narineh Barzegar, Department of Student Services
SUBMITTED BY:	Melinda Drechsler, Attendance Specialist & Homeless/Foster Youth Liaison
DATE:	November 6, 2025
SUBJECT:	Adoption of Resolution 13 Proclaiming November 2025 as National Homeless Youth Awareness Month

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Background
In 2007, Congress passed its first resolution recognizing November as National Homeless Youth Awareness Month (NHYAM). This action helps to build awareness of the issue of youth homelessness, including its causes and potential solutions, and highlight the need to work to prevent homelessness among children and teens. Since then, November has been a time to elevate the issue of youth homelessness; applaud the efforts of businesses, organizations, and volunteers dedicated to meeting the needs of children and youth experiencing homelessness; and grow the commitment to intensify efforts to prevent and end homelessness among young people in the United States.

Discussion/Issues
It is recommended **that** the Board of Education adopt a formal resolution to demonstrate their support for students who qualify under the McKinney-Vento Homeless Assistance Act. BUSD is committed to removing barriers to educational access, offering additional support from the district homeless liaison, insuring immediate enrollment, removing barriers to education, and working with both the student and parents as a team to provide the student an enriching and appropriate educational experience.

Fiscal Impact
None

Recommendation
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 13, proclaiming the month of November, 2025, as National Homeless Youth Awareness Month, as presented.

RESOLUTION 13 TO RECOGNIZE NOVEMBER 2025 AS NATIONAL HOMELESS YOUTH AWARENESS MONTH

WHEREAS: on July 11, 2007, the U.S. Congress established November as National Homeless Youth Awareness Month; and

WHEREAS, Nationally, 3% of all school-age children will experience homelessness; 1 in 30 youth ages 13 to 24 and 1 in 10 young adults aged 18 to 25 in the United States experience some form of homelessness over the course of a year; and

WHEREAS, more than half of all children in the United States Department of Housing and Urban Development shelters are under the age of six; homelessness in infancy and toddlerhood has been linked to future child welfare involvement, concerns related to mental health due to the impact of trauma caused by being homeless and early school failure; and

WHEREAS, only 88% of children experiencing homelessness are enrolled in school; up to 45% do not attend school on a regular basis; students experiencing homelessness are a greater risk of being chronically absent than their housed peers; and

WHEREAS, the estimated rate of chronic absence for students experiencing homelessness is twice the rate of housed students; 21% repeat a grade because of frequent absences from school; chronic absenteeism is associated with lower academic achievement and higher dropout rates; and

WHEREAS, within a single school year 40% of students experiencing homelessness attend two different schools; students experiencing homelessness experience greater school mobility than their housed peers, which can cause interruptions to a student's education; and

WHEREAS, students experiencing homelessness are 87% more likely than their stably-housed peers to drop out of school; and face significant gaps in high school graduation rates compared to their housed peers and are more likely to rely on public assistance; and

WHEREAS, youth cite family conflict and breakdown, abuse or neglect, alcohol or drug addiction of a family member, pregnancy and rejection over sexual orientation as the major reason for their homelessness or episodes of running away from home; and

WHEREAS, the future well-being of our country depends on the value we place on our children and youth, and, in particular, on our actions to provide these most vulnerable of children and young people with opportunities to acquire the knowledge, skills and abilities they need to find and maintain stable housing and develop into healthy, self-sufficient adults; and

WHEREAS, the McKinney-Vento Homeless Assistance Act requires every local education agency to appoint a liaison for homeless education to ensure proper identification, immediate enrollment and linkages to other educational services and resources for which students experiencing homelessness are eligible; and

WHEREAS, the Burbank Unified Superintendent of Schools and the Burbank Board of Education recognize that homelessness continues to be a serious problem for many students and families across Los Angeles County; and

NOW, THEREFORE, BE IT RESOLVED that the Burbank Unified School District Board of Education hereby proclaim November 2025 as National Homeless Youth Awareness Month.

PASSED, APPROVED, AND ADOPTED this 6th day of November, 2025, at a meeting of the Burbank Unified School District Board of Education, Los Angeles County, California.

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Human Resources Services

PREPARED BY: Lauren Trammell, Executive Assistant of Human Resources Services

SUBMITTED BY: Lauren Trammell, Executive Assistant of Human Resources Services

DATE: November 6, 2025

SUBJECT: Adoption of Resolution 14 Proclaiming November 3 through November 7, 2025, as National School Psychologist Week

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Background
The state of California has declared week of November 3-7, 2025, as National School Psychologist Week. The week provides a time to engage in discussions to help create the connections necessary for students to develop critical academic and social emotional skills and to honor the important contributions of School Psychologists. The acknowledgement of National School Psychologist Week is highly encouraged and supported by the National Association of School Psychologists.

Discussion/Issues
The Burbank Unified School District's Board of Education wishes to adopt a formal resolution to demonstrate their appreciation for the positive impact that the District's School Psychologists have on the lives of students from the community. Their dedications and service to the Burbank Unified School District is extremely valuable.

Fiscal Impact
None

Recommendation
Human Resources Services, recommends that the Board of Education adopt Resolution 14, Proclaiming November 3 through November 7 2025, as National School Psychologist Week, as presented.

RESOLUTION 14 PROCLAIMING THE WEEK OF NOVEMBER 3-7, 2025, AS NATIONAL SCHOOL PSYCHOLOGIST WEEK

WHEREAS, learning and development are directly linked to the mental health of children, and a supportive learning environment is an optimal place to promote mental health; and

WHEREAS, it is imperative that society emphasize the needs of children and youth and invest in education as a top priority; and

WHEREAS, sound psychological principles are critical to proper instruction and learning, social and emotional development, prevention and early intervention, and support for a culturally diverse student population; and

WHEREAS, School Psychologists are specially trained to deliver mental health services and academic support that lowers barriers to learning and allows teachers to teach more effectively; and

WHEREAS, School Psychologists facilitate collaboration that helps parents and educators identify and reduce risk factors, promote protective factors, create safe schools, and access community resources; and

WHEREAS, School Psychologists are trained to assess barriers to learning, utilize data-based decision making, implement research driven prevention and intervention strategies, evaluate outcomes, and improve accountability; and

WHEREAS, the staff of the Special Education Department provides schools with School Psychologists and School Psychologist Interns who are dedicated to their mission to ensure that schools are responsive to the psychological needs of students and to help California's children and youth attain intellectual, social, and personal competence.

WHEREAS, it is appropriate that Californians take the time to recognize the important and vital role that School Psychologists play in the personal and academic development of our State's children;

NOW THEREFORE, BE IT RESOLVED BY the Board of Education that the Burbank Unified School District Board of Education hereby proclaim the week of November 3-7, 2025, as NATIONAL SCHOOL PSYCHOLOGIST WEEK and encourages all residents of California to celebrate the important contributions of this vital profession.

PASSED, APPROVED, and ADOPTED on this 6th day of November 2025, at the meeting of the Burbank Unified School District Board of Education, Los Angeles County, California.

AYES:
NOES:
ABSENT:
ABSTAINED:

_____
Clerk, Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	November 6, 2025
SUBJECT:	Ratification of Agreement for Professional Services (Human Resources)

Background
In alignment with Board Policy 4033, the Burbank Unified School District is committed to fostering a supportive and inclusive work environment for employees returning to work following the birth of a child. The policy outlines specific accommodations to ensure that any employee has the opportunity to express breast milk for their infant in private, secure and respectful setting. These provisions reflect the district's dedication to employee well-being and compliance with applicable labor and health regulations.

Discussion/Issues
To support employees during maternity leave and upon their return to work, it is recommended that the District engage the services of the Limerick Workplace Lactation Program. This program is designed to assist employees who wish to continue providing breast milk to their infants by offering comprehensive lactation consulting services.

Key features of this program include:

- **Pre-Return Consultation:** Employees are paired with a lactation consultant approximately one month prior to their return to work.
- **Personalized Planning:** The consultant collaborates with the employee to establish a personalized pumping schedule compatible with their work responsibilities, develop a transition plan for child care, and determine a feeding schedule for their infant during work hours.
- **Offsite Support:** Guidance is provided for pumping at offsite work locations.
- **Confidential Assistance:** Support is delivered by a dedicated consultant and a registered nurse, ensuring privacy and professionalism.
- **Worksite Coordination:** Program personnel will work directly with the employee and their site supervisor to identify a designated pumping location that complies with Board Policy 4033 and applicable labor codes.

This initiative reflects Burbank Unified School District's ongoing commitment to employee wellness, workplace equity, and compliance with state and federal regulations.

Fiscal Impact
The amount of this agreement shall not exceed $1,500.00 (01.0-00000.0-00000-72000-5810-7550000).

Recommendation

Human Resources Services recommends that the Board of Education ratify the Agreement for Professional Services between the Burbank Unified School District and the Limerick Workplace Lactation Program, to provide workplace lactation support to District employees for a total cost not to exceed $1,500.00 (01.0-00000.0-00000-72000-5810-7550000) effective October 16, 2015 until terminated by either party and that authority to sign the Agreement for Professional Services be exercised pursuant 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 6th day of November by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Limerick, Inc. hereinafter referred to as "Consultant."

Payee's Name: Limerick, Inc. Daytime Phone Number: (818) 566-3060

Mailing Address: 2150 N. Glenoaks Blvd. Burbank , CA 91504

Email Address: patricia.kelly@limerickinc.com

Sponsoring Administrator: Sharon Cuseo Administrator on Assignment Human Resources Services
Print Name Title Signature Location

Board Approval: November 6, 2025 Account Code: 01.0-00000.0-00000-72000-5810-7550000

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 **$1,500.00**

2. The term of the Agreement shall be the period commencing on: 10/16/2015 and terminating on: until terminated by mutual consent.

3. Payment Terms: Net 45 Days

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4. District desires to enter into an Agreement in which Limerick, Inc will provide Lactation Support for BUSD employees.

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 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.

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 Limerick, Inc. 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 Limerick, 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.

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

Limerick, 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 Limerick, 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 Limerick, Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, Limerick, 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 Limerick, 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 Limerick, Inc. demand.

District shall save and hold Limerick, Inc., harmless from and against and shall indemnify Limerick, 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 Limerick, 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, Limerick, Inc. may defend the same and any expenses, including reasonable attorney's fees, which Limerick, Inc. may pay or incur in defending said action and the amount of any judgment which Limerick, 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	ACKNOWLEDGED AND AGREED TO
District:	Consultant:
Burbank Unified School District	Limerick, Inc.
District/Company Name	Consultant/Company
Sharon Cuseo	Patricia Kelly
Print Representative Name	Print Representative Name
Administrator on Assignment	President and Co-Founder
Title	Title
Signature	Signature
Date	Date

October 5, 2015

Anita Schackmann
Director of Human Resources
Burbank Unified School District
1900 W. Olive Ave
Burbank, Ca 91506

Dear Ms. Schackmann:

The purpose of this letter of Agreement is to set forth the terms and conditions pursuant to which Limerick, Inc. is willing to provide services to Burbank Unified School District ("Client"). All agreements relating to fees and responsibilities are contained within this Agreement and Exhibit A.

Limerick, Inc. ("Limerick, Inc. or "we") agrees that it will provide the services listed in Exhibit A.

This agreement excludes consulting sought by participant for breast-feeding problems due to a medical problem (e.g. lack of weight gain, insufficient glandular tissue, sucking deficiency, cleft palate or mouth, premature infant).

This agreement excludes the rendering of medical care.

This agreement excludes home visits

We will provide Burbank Unified School District a monthly report consisting of the number of participants in the program and a summary of its activities for the preceding month.

Not withstanding the above, Limerick Inc agrees that the charges set forth will not be increased for one year of date of this letter.

Limerick Inc shall maintain at all times and at our expense, valid and collectible insurance as described below. This insurance shall not be terminated, expire, nor be materially altered, except on thirty days written notice to Burbank Unified School District.

	Per Occurrence	Annual Aggregate
General Liability with products liability	$500,000.00	$1,000,000.00
Automobile	$100,000.00	$ 300,000.00
Professional Liability	$2,000.000.00	$4,000,000.00
Employers Liability and Workers Compensation insurance	As required by applicable law	

Limerick Inc will conduct all of our business in our own name and pay all the expenses of our office and activities and be responsible for the acts and expenses of our employees or agents.

Burbank Unified School District agrees that it shall perform the following:

1. Provide a Burbank Unified School District employee as a vendor manager for Limerick, Inc to report to and approve participants in Workplace Lactation Program.

2. Burbank Unified School District will provide private rooms, when possible, for use of electric breast pumps by participants located near participants' work locations and reasonably near facilities to be used to clean breast pump and equipment. Company will provide antibacterial wipes for room and company's housekeeping service will clean room and empty trash on a regular basis.

3. Pay all sums owed to Limerick, Inc. pursuant to the schedule of fees in Exhibit " A" within 30 days of invoice date. Any amount not paid within 30 days shall accrue interest at the rate of 1.5% per month (18% per annum)

4. In the event of any breach of this agreement, the prevailing party in any action or litigation is entitled to recover all reasonable attorneys' fees and costs incurred.

This Agreement shall be effective on October 16, 2015 and shall continue in effect for a period of one year, at which time this Agreement may continue in effect until termination of Agreement, either Party may terminate this Agreement by giving the other party 30 days written notice.

We appreciate the confidence you have expressed by asking Limerick to provide the above services to your employees. We will use our best efforts at all times to justify that confidence.

With best regards,

Very truly yours,

Limerick, Inc.

By: Patricia Kelly
Patricia Kelly, President

PAK:kao

I HAVE READ THE FOREGOING AND APPROVE. I ACKNOWLEDGE RECEIPT OF A COPY OF THIS LETTER.

Dated: 11/9/15
Burbank Unified School District
By: Anita Schaekmann

Print Name: Anita Schaekmann

Title: Director, Human Resources

Limerick Workplace Lactation Program® PJ's breast pumps

Helping moms reach their breastfeeding goals

Exhibit A

Components of Workplace Lactation Program:

Prenatal Support:

- *Book on Breastfeeding*

  Information discussed:
  Advantages of Breastfeeding
  How your breast makes milk
  How do you know the baby is getting enough
  Nursing techniques
  When to introduce a bottle
  How to Introducing a bottle
  Getting readying for returning to work
  Storage of breast milk
  Caring for your self
  Frequently asked questions

- *Class*:

  Webinar
  Information discussed:
  WPL Program Benefits
  Instruction on how to use PJ's Comfort breast pump
  When to Introduce a bottle
  How to introduce a bottle
  Advantages of Breastfeeding
  How your breast makes milk
  How do you know the baby is getting enough
  Nursing techniques

- Information available on Member side of Limerick Web page

Maternity leave outreach – telephone support:

- *Confidential Support with personally assigned consultant, RN, CLC*
  If there is an issue the RN, Lactation Consultant will follow up with employee until issue is resolved.

- *Common issues addressed during this time period:*
  - ♦ Normal Newborn behavior
  - ♦ Normal breastfeeding behavior/schedule
  - ♦ How to know the baby is getting enough
  - ♦ Realistic expectations of self during this time
  - ♦ Sleepy Baby
  - ♦ Jaundice
  - ♦ Positioning & Latch- on
  - ♦ Plugged ducts

- ♦ Introducing a bottle
- ♦ When to pump for storage of breast milk
- ♦ Reassurance the employee is a good mother
- ♦ Milk supply issues
- ♦ Sick baby
- ♦ Engorgement
- ♦ Colic
- ♦ Mastitis
- ♦ Medication and mothers milk
- ♦ Sick Mother

Return to Work Consultation

- *Schedule with consultant 1 month prior to returning to work*
- *Prepare Mother to return work*
- *Counseling on pump schedule, collecting, and storage of milk*
- *Informing mom location of lactation rooms*
- *Discuss type of clothing to were when pumping*
- *Discuss strategies to minimize stress the first week back at work*
- *Planning for the 1st day back at work*
- *Discuss plan for transitioning baby to day care*
- *Discuss feeding schedule for baby while at work*
- *Planning for pumping at offsite work locations and traveling*

At-Work Continued Telephone Support Services

- *Confidential Support with personally assigned consultant, RN, CLC*
  If there is an issue the RN, Lactation Consultant will follow up with employee until issue is resolved

- *Common issues addressed during this time period:*
  - ♦ Plugged ducts
  - ♦ When to pump for storage of breast milk
  - ♦ Reassurance the employee is a good mother
  - ♦ Milk supply issues
  - ♦ Sick baby
  - ♦ Engorgement
  - ♦ Mastitis
  - ♦ Pumping schedule
  - ♦ Medication and mothers milk
  - ♦ Sick Mother

- *Traveling and shipping milk*
- *Weaning*

Counseling and service provided in all stages of the program:

- *Confidential documentation of counseling sessions*
- *Referrals to company resources or community as needed*
- *Confidential Support with personally assigned consultant, RN, CLC*
  If there is an issue the RN, Certified Lactation Consultant will follow up with employee until issue is resolved
- *Support Services available by phone 7 days a week, 24 hours a day (pager)*
- *Management of program by Registered Nurse, International Board Certified Lactation Consultant*
- *One important service provided could only be described as "warm and caring" that makes parents feel good.*

PJ's Comfort® Hospital Grade Electric Breast Pump

Designed by Women for Women to go From Hospital to Home to Work

PJ's Comfort® Standard



PJ's Comfort® Standard includes the 1½ pound hospital grade electric breast pump and the following accessories: shoulder tote that can also be worn as a backpack, the Sof-touch™ kit with BPA free storage containers and caps, removable cooler containing 3 ice packs and 2 extra BPA free storage containers.

PJ's comes with a 3 year warranty for parts

- *FDA Approved for Multiple Users*
- *Weight only 1-1/2 pounds*
- *Soft collapsible Silicone Breast cups (one size fits all)*
- *Timer to track elapsed pump time*
- *1-micron Filter prevents bacteria, viruses & fluid from entering the pump preventing cross contamination (study available)*
- *Safety features also include heat and vacuum sensors*
- *Insulated cooler to store milk while at work, milk last up to 24 hours- no need for refrigerator*
- *Study proves PJ's Comfort breast pump establishes and maintains a mother's milk supply in mothers of very low birth weight infants. Study Presented at Academy of Breastfeeding Medicine annual meeting November 2011.* by Nancy Wight, MD, IBCLC, FABM, FAAP, Neonatologist, Sharp Mary Birch Hospital for Women and Newborns Medical Director, Sharp HealthCare Lactation Services San Diego, CA

PJ's Comfort hospital grade breast pump is priced separately from services – Price $250 discounted price with one of the above programs.

Executive Travel Kit $47.95/per kit



Reporting:

- *Prepare company reports indicating usage*
- *Collect statistics pertaining to program for cost analysis and effectiveness*

Optional Services Available:

- *Provide information sessions to supervisors*

Comprehensive – Cost Per Person $100

Prenatal Support - Included in above price

- *Class – Webinar includes power point hand out 3 times per year*
- *Breastfeeding Booklet*
- *Access to information on member side of web*

Postnatal Telephone Support – Included in above price

- *RN, CLC initiates weekly phone calls 1st month postnatal*
- *Monthly phone calls by RN, CLC until employees returns to work*
- *RN, CLC available 24/7*

Return to Work Consultation with RN, CLC – included in above price

- *Scheduled by employee 1 month prior to return to work*

At - Work Continued Telephone Support Services – $2.00 per day until employee ends pumping at work

- *Up to baby's 1st birthday - Monthly phone calls by RN, CLC or until mother stops pumping at work. (only billed for time mother pumps at work)*
- *Assist in setting up lactation rooms in temporary and/or permanent locations*
- *Work with building maintenance department on room security*
- *Set up and manage lactation room schedule*
- *RN, CLC available 24/7*

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	November 6, 2025
SUBJECT:	Ratification of Agreement for Professional Services (Human Resources)

Background
Pursuant to Board Policy 3312, the Board of Education's designee, may contract with consultants to provide services that District staff is not able to provide.

Discussion/Issues
The District is required to provide interpreting services to employees. The services include interpretation of American Sign Language for employees who attend professional trainings and meetings. This agency will be used as back-up, and for emergencies when District employees are unable to provide the services required.

Fiscal Impact
The amount of the agreement is not to exceed $2,000.00. (01.0-00000.0-00000-72000-5810-7550000)

Recommendation
Human Resources Services recommends that the Board of Education ratify the agreement between the Burbank Unified School District and Linguabee, to provide American Sign Language interpreting and dictation for employees, and not to exceed $2,000.00 (01.0-00000.0-00000-72000-5810-7550000), effective December 20, 2024 until either party gives it notice to terminate the agreement, 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 6th day of November by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Linguabee, LLC hereinafter referred to as "Consultant."

Payee's Name: Linguabee, LLC Daytime Phone Number: (303) 872-9525

Mailing Address: 7765 Wadsworth Blvd. #746453 Arvada, CO 80006

Email Address: support@linguabee.com

Sponsoring Administrator: Sharon Cuseo Administrator on Assignment Human Resources Services
Print Name Title Signature Location

Board Approval: November 6, 2025 Account Code: 01.0-00000.0-00000-72000-5810-7550000

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 **$2,000.00**

2. The term of the Agreement shall be the period commencing on: 12/20/2024 and terminating on: until mutual agreement.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Linguabee, LLC will provide American Sign Language Interpreters for interpreting and dictation for BUSD employees.

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 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.

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 Linguabee,LLC 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 Linguabee, 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.

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

Linguabee, 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 Linguabee, 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 Linguabee, LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, Linguabee, 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 Linguabee, 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 Linguabee, LLC demand.

District shall save and hold Linguabee, LLC, harmless from and against and shall indemnify Linguabee, 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 Linguabee, 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, Linguabee, LLC may defend the same and any expenses, including reasonable attorney's fees, which Linguabee, LLC may pay or incur in defending said action and the amount of any judgment which Linguabee, 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

Sharon Cuseo
Print Representative Name

Administrator on Assignment
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Linguabee, LLC
Consultant/Company

Martiza Alexander
Print Representative Name

Happy Bee
Title

Signature

Date

linguabee

December 2024

Customer Services Agreement

Prepared for

Burbank Unified School District - Human Resources

Agreement #CX54797

Presented to

Lauren Trammell

Prepared by

Ryan Shephard, Queen Bee

linguabee

Southern California Region
855-585-5859 voice / video / text / fax
support@linguabee.com

Service Agreement

This Service Agreement ("Agreement") is made between Linguabee LLC, a Colorado limited liability company ("Linguabee", "we" or "us") and the person or entity contracting with us for the Services ("Contracting Entity" [or "Contracting Person" if an individual] or "you") stated in the signature block of this Agreement. You and we agree that the following terms will apply to all requests you place with us and we accept from the date of this Agreement until you or we notify the other in writing that your account with us and this Agreement are terminated.

1. Our Services. We will provide to you Services (the "Services") as defined below at the time and place and for the purposes you have requested through Linguabee.com, by email, or by phone (your request), subject to the availability of one or more service providers with appropriate qualifications to fulfill your request. As the Contracting Entity or Person, you make the final decision on which service provider to use from those who submit a proposal in response to your request. Their proposal will include their individual qualifications. **We do not represent that all service providers we offer are certified by any certifying body**, but only that to our knowledge the qualifications they present are accurate and that they will provide Services to the standards generally accepted in the caption, interpretation, and translation industry in the United States. If you require a specific certification, you must include that requirement in your request. Services provided may require a service provider with certain qualifications, it will be required to provide service providers with the proper requirements. We will use our commercially reasonable efforts to provide service providers meeting those requirements. **We make no warranties, express or implied, regarding the suitability or fitness of the Services for any particular purpose, and we warrant no specific outcomes of the Services.**

2. Definition of Services.
Interpreting Services:
On-site interpreting ("OSI"): A service provider is physically present at the assigned location.
Video Remote Interpreting ("VRI"): Services provided virtually (Zoom, WebEx, etc).

Captioning Services:
Live Captioning: Captioning services for a live event. Examples: CART or C-Print during a college class, captioning during a conference, or a live webinar.
Post Production Captioning: Closed captions or open captions are added to a recording.

3. Pricing. You agree to pay us for Services the applicable fees outlined in Appendix A for interpreting services and in Appendix B for captioning services; fees are per service provider. Our initial fee for providing OSI and VRI Services includes a charge equal to the hourly rate, which covers up to one hour of service, plus a booking fee that is also equal to the hourly rate for that assignment. Time in excess of one hour is charged in half-hour increments (30 minutes). Travel time is charged after the first hour of travel in half-hour increments (30 minutes). Our initial fee for a service provider providing live captioning services is equal to the hourly rate for that assignment and includes up to one hour of Services. Time in excess of one hour is charged in quarter-hour (15 minutes) increments. Our initial fee for a service provider providing post-production captioning services is equal to five times of the minute rate for that assignment and includes up to five minutes of Services. Time in excess of five minutes is charged in one-minute increments. **We may change these rates and times upon 30 days prior written notice, e.g. email, to you.**

4. Expenses. You will reimburse us for all parking, travel costs, facility entrance, and similar charges and for the cost of any required environmental, safety, or other training and equipment incurred by service providers and will pay us for service providers' mileage from their office or home to the Services site and return at the prevailing IRS business mileage rate.

5. Preparation and Additional Time Requirement. Certain requests require advance preparation, travel time, or other additional time spent by the service provider, which will be charged to you. After you have placed your request, we will inform you of any preparation or other chargeable time we believe is necessary and obtain your agreement before we agree to your request. Preparation and other chargeable time are charged at the rate applicable to the time of day, date, and specialization required. Examples of additional chargeable time include time spent in accessing a facility that requires the service provider to view a video, clear security, obtain a clearance or pass, travel time, and the like.

6. Multiple Service Providers. Some assignments may require more than one service provider. If your interpreting request exceeds 45 minutes in length or captioning request exceeds 3 hours in length, 2 service providers normally will be required for the wellbeing of the providers and to maintain the same level of quality throughout the entire duration. If you feel 1 service provider will meet your needs, please inform us and we will discuss it with you before accepting your request. If 2 service providers are required as noted above but are not available for your assignment, we reserve the right to provide 1 service provider at a fee equal to 1.5 times our rate for a single service provider.

Other examples requiring 2 or more service providers for interpreting assignments include multi-party meetings, legal proceedings, interpreting for consumers who are Deaf-Blind and use Tactile Sign Language, or where a consumer does not possess fluency in American Sign Language. It is your responsibility to communicate to us clearly and completely the nature of your request. If you do so, we will advise you if we believe multiple service providers are necessary.

If based on the actual situation encountered in your assignment, we in our good faith judgment believe multiple service providers are necessary to successfully complete your assignment, we reserve the right to dispatch one or more additional service providers. If we are unable to obtain the services of another service provider in a timely manner and the dispatched service provider agrees to complete the assignment despite it being one requiring two service providers, we will charge you a fee equal to 2 times the applicable single service provider fee. You agree to pay us for such additional services or an additional fee.

In certain circumstances, using VRI services may not be the right type of service. We will reach out to you and discuss other options to ensure the best possible service to ensure communication efficiency.

We assist in the training of novice service providers from time to time through internships, mentorships, and observations. Unless you inform us otherwise, you agree that an intern may attend and observe your assignment at no cost to you.

7. Change and Cancellation. If you wish to make a change in your request after we have accepted it, including a change in the characteristics of one or more of the participants, we will use our commercially reasonable efforts to accommodate the change, however, we reserve the right in our good faith discretion to change the service provider if we believe your change warrants it. If your change results in additional charges to you, we will notify you. If we cannot accommodate your change, or if you do not wish to pay the additional charges of which we notify you, you may cancel your request in accordance with the following provisions, but if you do not do so, you agree to pay us the fees due for original assignment.

You may cancel your request by giving us written notice of cancellation, which may be done through your account at Linguabee.com, at least 2 full business days in advance of the time scheduled for Services to begin. For example, if you give us written notice of cancellation on Thursday, the notice is effective for Services scheduled to be performed on or after the following Tuesday (not accounting for Holidays). If you cancel later than that, you agree to pay us an amount equal to the full fees for your request. If you terminate an agreed recurring schedule of Services of 4 weeks or more in duration, you agree to pay us a termination fee equal to fees for 2 full weeks of Services or fees for the remainder of the scheduled Services, whichever is less.

8. Delay in Commencement of or Failure to Complete Services. If a service provider is present to fulfill your request and Services do not begin due to the absence of one or more persons, whether or not under your control, your or the Deaf consumer's acts or omissions, or other circumstances beyond our reasonable control, the service provider will wait for a period equal to 20 minutes per hour of your requested Services unless we agree or the service provider agrees otherwise. If Services are not completed due to any of those reasons, you agree to pay us an amount equal to the full fees for the Services you requested. If a service provider fails to appear for your assignment, you agree to notify us as soon as practicable and in no event later than 72 hours after the time, the assignment would have been completed. If you fail to do so, you agree to pay the full fee for the assignment.

9. Safety. You are solely responsible for providing safe and secure access for our service providers to the facilities in which Services are to be performed, and you have an affirmative duty to notify us in writing in advance of any safety concerns, health risks, or dangers that exist or that you reasonably should anticipate may exist regarding the circumstances or environment in which the Services will be performed.

10. Payment; Disputed Invoices. If you reasonably want to dispute an invoice or a portion of an invoice, you must pay the undisputed portion of the invoice and submit written notice of the claim with sufficient detail of the nature of the claim, the amount, invoices in dispute, and information necessary to identify the affected Service for the disputed amount. All invoice disputes will be submitted by Customer to the following email address: accounting@linguabee.com. All disputes must be submitted to Linguabee within ten (10) business days from the date of the invoice for the Service in question. Customer waives the right to dispute any charges not disputed within such ten (10) business day period. In the event the dispute is resolved against Customer, Customer shall pay such amounts within thirty (30) calendar days.

11. Payment; Past Due Amounts; Collection. We will invoice you by email to the address you have provided us for all charges under this Agreement following completion, termination, or (if a fee is payable) cancellation of your request. We will issue only one invoice per request, will invoice only you and not any third party, and will not split-bill. You agree to pay invoices net 30 days after the invoice date. You may in good faith dispute all or any part of an invoice by written notice to us within 60 days after the date of the invoice. You agree that if you have not given us such notice, the invoice shall be deemed valid, due, and payable and you will not contest it. Any amount you dispute in good faith and provided above will not be due until you and we have resolved the dispute and agreed to the amount due or, failing such resolution, we notify you of our good faith final determination of the amount due, after which you will have 15 days to pay the agreed amount or the amount we determined to be due. For past due invoices, you will pay a late fee equal to 10% of the amount due. For invoices more than 30 days past due, you will pay us interest on all unpaid invoices from the due date at the rate of 18% per year or the highest rate permitted by law, whichever is less. You will reimburse us all our costs and expenses of collection of amounts due to us, including reasonable attorneys' and professional fees. Any change in your billing email will be effective only upon our receipt of your written notice of change.

You may pay by check, most major credit cards, or by electronic funds transfer (EFT/ACH). However, if you pay by credit card, you agree to pay us a fee equal to 5% of the invoiced amount.

12. Recording of Service Provider. If the Services are to be recorded by audio or video or both, including live stream feed or photography, you will notify us at the time you make your request or as soon thereafter as you become aware of such recording. Notification after the time you make your request will be considered a change subject to Section 5 and may result in a change of the service provider(s), which may result in additional charges to you.

13. Duplicate Requests. It is your sole responsibility to ensure that you place only one request for particular Services. We are not responsible for recognizing duplicate requests. If you place a duplicate request, you agree to pay in full for all requests placed, unless we agree in writing otherwise.

14. Services Only. This Agreement is for the provision of Services by Linguabee only and does not make Linguabee or any service provider your employee, agent, partner, or joint-venturer.

15. Non-Discrimination and Equal Employment Opportunity. Linguabee is committed to a work environment in which all its employees and service providers can work in an environment free from unlawful harassment, discrimination, and retaliation. Linguabee will comply with all applicable federal, state, and local laws and regulations pertaining to non-discrimination, unlawful harassment, and equal employment opportunity. We do not and will not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military or veteran's status, in any of our activities or operations. These activities include, but are not limited to, hiring and firing of staff, terms and conditions of employment, selection of and terms and conditions of a professional services agreement with service providers, and provision of services to consumers.

16. Force Majeure. If you or we are prevented from performing our obligations under this Agreement, except your obligation to pay us for Services, due to causes beyond your or our reasonable control, as the case may be, for example only, fire, flood, severe adverse weather, labor action, civil unrest, or material damage to or destruction of facilities, then such obligations shall be suspended for so long as the cause remains unresolved, provided that the party so prevented shall use its commercially reasonable efforts to resume performance of its obligations as soon as practicable.

17. Compliance with Law. We will comply with all applicable federal, state and local laws, rules and regulations in the performance of the Services. You agree that your requests for Services will be for lawful purposes and that you have full right

to access, and have our service providers access, any facility or area in which the Services are to be performed and to have the Services performed there.

18. Indemnification and Limitation of Liability. You and we agree to indemnify, defend and hold harmless each other and our respective officers, directors, managers, members, employees, and contractors from and against all claims, demands, suits and actions and all loss, damage, cost, expense, and liability arising from the gross negligence or willful misconduct of, or breach of this Agreement by, the indemnifying party. NEITHER YOU NOR WE SHALL BE LIABLE TO THE OTHER UNDER ANY CIRCUMSTANCES FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES ARISING OUT OF THE SERVICE PROVIDED OR ANY BREACH OF THIS AGREEMENT, WHETHER ARISING IN CONTRACT OR TORT AND WHETHER NOT THE POSSIBILITY OF SUCH DAMAGES IS OR SHOULD BE KNOWN OR FORESEEN.

19. Entire Agreement; Modifications; Survival of Provisions. This Agreement contains the entire agreement between you and us on the subject matter contained in this Agreement and supersedes any other written or oral agreement between you and us and any written or oral representation by you or us regarding that subject matter. This Agreement may be modified or amended only by a written agreement specifying your and our intent to do so, signed by you and us. Each provision of this Agreement will survive termination of the Agreement for so long as necessary to accomplish the intent of that provision.

20. Governing Law and Resolution of Disputes. This Agreement is deemed to be signed in Colorado, and this Agreement and the Services will be governed for all purposes under the laws of Colorado, excluding any provision of those laws that would permit or require application of the laws of any other jurisdiction. Any dispute under or pertaining to this Agreement or the Services will be resolved only by an action in the District Court for the City and County of Denver or Jefferson County, Colorado, or the United States District Court sitting in Denver, Colorado if that court otherwise would have jurisdiction. The prevailing party in any such action shall be entitled to an award of costs, expenses, and reasonable attorneys' and professional fees incurred by it in connection with such action.

21. Authorized, Electronic, and Counterpart Signatures. This Agreement may be executed in one or more counterparts, all of which together shall constitute this Agreement. A signature transmitted by electronic copy, such as facsimile or scanned .pdf file, on a document purporting to be an original shall be deemed an original signature for all purposes. This Agreement may be executed manually or electronically in any way generally recognized as an authorized electronic signature, and such signature shall bind the party affixing it. All signatures to this Agreement shall be deemed to have been authorized signatures for the purpose of binding you and us to the terms of this Agreement. If you sign this Agreement in a manner we specify, such as on our website, we will be deemed to have signed this Agreement. You agree that the person signing this Agreement and any person designated by her or him to us in writing is authorized to submit and bind you to pay for a request for Services under this Agreement. Schedule 1 – Authorized Requesters - attached to and incorporated in this Agreement is a list of persons so designated. You also may designate an Authorized Requester in your account on our website. You may add or delete persons from Schedule 1 by doing so in your account on our website or by written notice to us referring to this Agreement and to Schedule 1 – Authorized Requesters, and you appoint us your agent to add or delete names in Schedule 1 of which you so notify us.

22. Severability. If any provision of this Agreement is held to be unenforceable in whole or in part, the remainder of this Agreement and the part of the provision not held unenforceable, shall remain valid and in full force and effect.

Remainder of the page is intentionally blank, signature page to follow.

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support@linguabee.com

Burbank Unified School District
Contracting Entity [or Person, if an individual]

By [Signature]

Sarah Rudchenko, Ed. D, 1-3-2025
Name and Title Asst. Supt. Human Resources Services Date

Sarahrudchenko@burbankusd.org (818) 729-4410
Email Address Phone Number

1900 W. Olive Ave. Burbank, CA 91506
Mailing Address

Lauren Trammell - Executive Assistant-HR
Billing Contact Name and Title

laurentrammell@burbankusd.org (818) 729-4410
Billing Contact Email Address Phone Number

Linguabee LLC

Nancy Hajdamacha
By [Signature]

Nancy Hajdamacha, Contract Manager 01/28/2025
Name and Title Date

PLEASE SEND REMITTANCES TO AR@LINGUABEE.COM

SCHEDULE 1 – REQUESTERS [email us at support@linguabee.com if more requesters are needed]

NAME	EMAIL ADDRESS	PHONE NUMBER	PRE-AUTHORIZATION REQUIRED?
Lauren Trammell	laurentrammell@burbankusd.org	(818) 729-4410	☐
Leticia Castillo	leticiacastillo@burbankusd.org	(818) 729-4409	☐
Corielle Lopez	Coriellelopez@burbankusd.org	(818) 729-4429	☐
			☐

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support@linguabee.com

Appendix A

Linguabee Community Interpreting Services

On-site/VRI Interpreting Rates and Terms of Service

Base Rate	Any day, any time.	**$106.00 per hour**
	VRI Preferred interpreters upon request outside of this region.	**additional fee $15.00 per hour**
	On-site anywhere outside of this region.	**additional fee $20.00 per hour**
Specialty add-on	Including but not limited to: legal, scientific, high profile, advanced post-secondary classes, and other settings in which specialized skill, specific certification, cultural knowledge, and/or experience is required.	***additional fee* $28.00 per hour**
Recording add-on	Recordings of interpreter's work intended for repeated use or shared viewing.	***additional fee* $30.00 per hour**
Short notice add-on	All services requested less than 2 full business days in advance [Please note that if a request for services is made by a person not also authorized to approve the request and we do not receive approval at least 2 full business days in advance of the assignment, this rate will apply.]	***additional fee* $25.00 per hour**
Holiday add-on	Days other than Saturday and Sunday on which national banks generally are closed; however, if a recognized federal holiday, e.g. July 4th, falls on a Saturday or Sunday, Holiday rates will apply even though the holiday is observed on another day that is customarily a workday.	***1.5x of total service rate***
Booking charge	Administration of services.	***1 hour of applicable service rate***
Standard travel time	Travel time applies after the first hour of round-trip travel.	***applicable service rate***
Expenses	Parking, facility entrance, required training, mileage, and similar charges.	***Varies (prevailing IRS business mileage rate)***
Cancellation	Review #7 for more information	***billed in full***

All rates and fees are charged per service provider, with a 1-hour minimum of interpreting and a booking fee equal to the hourly rate for that assignment

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Appendix B

Linguabee Captioning Services

Remote Captioning Rates and Terms of Service

Live Captioning Base Rate (CART, C-PRINT)	Monday – Friday • 8:00 a.m. to 5:00 p.m.	**$142.00 per hour**
	Monday – Friday • 5:00 p.m. to 8:00 a.m. and Saturday/Sunday anytime	**$149.00 per hour**
	Recurring assignments	**$123.00 per hour**
	Raw transcript of event	**included**
Non-English Live Captioning Base Rate	Captioning in any language other than English	***additional fee*** **$25.00 per hour**
Cleaned/Edited transcript	CART/C-PRINT transcript cleaned and edited	***additional fee*** **$2.25 per minute**
English closed captioned video	Non-live videos. Spoken English or ASL with transcript - five-minute minimum (7-day turnaround)	**$3.50 per minute**
Non-English closed captioned video	Non-live videos. ASL without transcript or any language besides English or languages mentioned below - five-minute minimum (7-day turnaround)	**$8.50 per minute**
Speciality non-English closed captioned video	Non-live videos. Chinese, French, German, Japanese, Dutch, Italian, Korean, or Russian - five-minute minimum (7-day turnaround)	**$15.00 per minute**
Expedited turnaround time	1-3 day turnaround for closed caption videos.	***additional fee*** **$3.85 per minute**
Live streaming	Providing captioning services on a live streaming event.	***additional fee*** **$30.00 per hour**
Broadcast	Providing captioning services on a broadcast live event for services that require the use of 3rd party software to deliver captions.	***additional fee*** **$47 per hour**
Speciality add-on	For example legal, scientific, high profile, and other settings in which specialized skill and experience are required. For non-live videos, manually inspected and adjusted caption breaks/time codes.	***additional fee*** **$25.00 per hour or $0.75 per minute**
Short notice add-on	All services requested less than 2 full business days in advance [Please note that if a request for services is made by a person not also authorized to approve the request and we do not receive approval at least 2 full business days in advance of the assignment, this rate will apply.]	***additional fee*** **$30.00 per hour or $1.10 per minute**
Holiday add-on	Days other than Saturday and Sunday on which national banks generally are closed; however, if a recognized federal holiday, e.g. July 4th falls on a Saturday or Sunday, Holiday rates will apply even though the holiday is observed on another day that is customarily a workday.	***1.5x of total service base rate***

All rates and fees are charged per service provider, with a 1-hour minimum

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	November 6, 2025
SUBJECT:	Approval of University Agreement- Pasadena City College

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Background
The purpose of the University Agreement with Pasadena City College is to provide student teachers with experience through practice in schools and classes. Student teachers will assume educational responsibilities in the classroom or offices.

Pursuant to provisions of Section 44227 of Education Code, the governing board is authorized to enter into agreements with any university or college accredited by the State Board of Education as a teacher educational institution.

Discussion/Issues
This program builds a relationship with Pasadena City College and expands the pool of qualified teachers. The District will provide support to the students through field experience in schools and classes of the District for students of the University who are qualified for such assignments.

Fiscal Impact
None

Recommendation
Human Resources Services , recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and Pasadena City College, to provide educational field experience for student teachers effective February 1, 2026 through until terminated five (5) years on January 31, 2031, and the authority to sign the Agreement be exercised pursuant to BUSD—AR 3314, as presented.

AFFILIATION AGREEMENT

This Affiliation Agreement ("Agreement") between Pasadena Area Community College District located at 1570 E. Colorado Blvd. Pasadena CA 91106 herein referred to as "District" and;

BURBANK UNIFIED SCHOOL DISTRICT
1900 W. Olive Avenue
Burbank, CA 91506
818.729.4410

herein referred to as (the "Facility") (each individually, a "Party," and collectively, the "Parties"), takes effect on February 1, 2026 ("Effective Date").

Recitals

WHEREAS the District is a higher education institution having enrolled students (whether singular or plural, "Student") who have need for clinical education experiences (whether singular or plural, "Experience").

WHEREAS the Parties hereby desire District-selected Student(s) to obtain clinical education experience(s) at the Facility.

Agreement

I. Mutual Responsibilities and Coordination.

A. Visitation. Each Party may coordinate visits relevant to a Student's Experience.
B. Nondiscrimination. Neither Party shall discriminate on the basis of race, creed, sex, national origin, or disability unless that basis is a bona fide occupational criterion.
C. Coordination. The appointed District Educational Coordinator (DEC) shall cooperate with Facility Clinical Coordinator (FCC) in arranging each Experience's schedule, content, goals and objectives.

II. District Responsibilities.

District shall:

1. provide a statement to the Facility that describes the philosophy, goals, objectives, and schedule of:
    a. the District's curriculum and,
    b. each Experience in particular;
2. ensure that each Student is appropriately assigned to the Experience, including:
    a. evaluating the Student's competence and knowledge before the Experience begins;
    b. assessing Student's health before Experience begins; and
3. ensure that Student(s) is(are) responsible concerning:
    a. transportation needed to fulfill responsibilities at the Facility;
    b. room and board concurrently with the Experience; and
    c. scheduling arrival at and departure from the Facility;
4. ensure that Student(s) has(have) been made aware of each District requirement and regulation for clinical education, including professional practice standards;
5. facilitate communication between the Parties, including:
    a. appointing a member of District's faculty to serve as DEC;
    b. notifying the Facility in writing of the identity of the DEC and any District-designated District director;
    c. notifying the Facility annually of each academic year's clinical education schedule;

d. notifying the Facility of each specific Student's assignment no later than ten working days before the Student's arrival, subject to the arrangement set forth below in Sections IV.B and IV.C; and
e. describing to the Facility specific Student outcome objectives for each assigned Student's Experience;

6. direct each Student to comply with Facility's policies and procedures governing any use or disclosure of individually identifiable health information under federal law, specifically including HIPAA; and
7. ensure at Facility's request that each Student signs and delivers to Facility before the Experience begins a copy of a Confidentiality Understanding.

III. Facility Responsibilities.

Facility shall:

1. accept a mutually agreed upon number of Students whom District has selected for an Experience period;
2. provide any applicable annually updated information that is necessary to complete the District's internship program.
3. notify the District of any change in the Facility's ability to accept the Student(s) no later than fifteen working days prior to a clinical assignment;
4. provide Student(s) with a weekly clinical schedule;
5. complete and return each Student evaluation according to the District's guidelines and schedule;
6. inform and train Student(s) regarding Facility's HIPAA-related policies and practices.
7. facilitate communication between the Parties, including appointing a member from Facility to serve as clinical coordinator (FCC) and notifying the District of his/her identity;
8. ensure that Student(s) has(have) been made aware of each relevant Facility rule, regulation, policy, procedure and schedule.

IV. Student Experience Characteristics.

A. No Employment relationship to Either Party.
   1. *In General.* Facility's rules and regulations apply to each Student that the District assigns to an Experience.
   2. *Liability.* The Student(s) is(are) not considered an officer, employee, agent, representative, or volunteer of either Party for any purpose, including but not limited to liability, but instead is a Student:
      a. at the District engaged in the Experiences as a part of the District's curriculum; and
      b. in clinical practice.
   3. *HIPAA.* The Student(s) specifically is(are) not and must not be considered to be Facility's employee(s). But the Student(s) is(are) considered to be a member of the Facility's workforce, when engaged in any Agreement activity:
      a. solely for the purpose under HIPAA to define the Student's role in relation to using and disclosing Facility's protected health information; and
      b. as workforce is defined under 45 CFR 160.103.

B. Short-Notice Assignment. In an emergency circumstance, District has a right to assign Student(s) to an Experience upon less than ten days' notice to Facility.

C. Assignment Refusal. Each Party is entitled at any time to withdraw the Student(s) from the Facility after assignment for any of the following documented reasons that affected Party must document:
   1. the Student's unprofessional or unethical behavior;
   2. the Student's failure to meet District's prerequisite academic requirements; or
   3. any good cause, including but not limited to, any medical emergency.

V. Term and Termination.

A. Term. The Agreement's term begins on February 1, 2026 through January 31, 2031 and shall continue until such time as the Agreement is terminated as provided herein or on expiration whichever occurs first.

B. Termination. Each Party has the right, at any time, to terminate the Agreement upon no later than sixty (60) days' advance written notice to the other Party. In the event of the termination of this Agreement by either party prior to the conclusion of the clinical Experience, The Facility shall allow currently assigned Student(s) to complete their clinical Experience.

VI. Mutual Indemnification.

A. District Liability:

1. District, at its own expense, shall maintain adequate liability insurance coverage for its officers, employees, and agents. District must ensure that its liability insurance has an occurrence-based form.
2. *Workers Compensation.* The District shall, at its own expense, obtain and maintain appropriate Workers' Compensation coverage for District's employed personnel and Students.
3. *District Indemnity.*
    a. The District will defend, indemnify, and hold harmless the Facility, its officers, governing board, employees, agents, and representatives from any and all claims for loss or damage to property or injury or death to persons, including costs, expenses, and reasonable attorney's fees, arising from any negligence or wrongful act or omission of the District, its officers, employees, and agents.
    b. Exclusion. The District is liable under the provisions of this paragraph (a) for the paragraph's obligations, costs, and expenses only to the extent that the above act or omission is caused:
        1. by the District or any of its officers, employees, or agents; and
        2. not by the Facility or any of its officers, employees, agents, representatives, or volunteers.

B. Facility Liability:

1. Facility, at its own expense, shall provide adequate liability insurance coverage for its officers, employees, agents, representatives, and volunteers. Facility at District's request must deliver a certificate of insurance to the District.
2. *Facility Indemnity.*
    a. The Facility will defend, indemnify, and hold harmless the District, its officers, governing board, employees, and agents from any and all claims for loss or damage to property or injury or death to persons, including costs, expenses, and reasonable attorney's fees, arising from the negligent or wrongful acts or omissions of the Facility, its officers, employees, agents, representatives, or volunteers.
    b. Exclusion. The Facility shall be liable under the provisions of this paragraph (b) for the paragraph's obligations, costs, and expenses only to the extent that such act or omission is caused:
        1. By the Facility or any of its officers, employees, agents, representatives, or volunteers; and
        2. not by the District or any of its officers, employees, agents.

VII. Insurance.

Facility shall, at his, her, or its sole cost and expense, maintain in full force and effect, during the term of this Agreement, the following insurance coverage from a California licensed insurer with an A minus, (A-), VII, or better rating from A.M. Best, sufficient to cover any claims, damages, liabilities, costs and expenses (including counsel fees) arising out of or in connection with Facility's fulfillment of any of its obligations under this Agreement or either party's use of the Work of any component or part thereof:

A. Commercial Form General Liability Insurance, including both bodily injury and property damage, with limits as follows:

$1,000,000.00	per occurrence
$100,000.00	fire damage
$5,000.00	med expenses
$1,000,000.00	personal & adv. injury
$3,000,000.00	general aggregate
$3,000,000.00	products/completed operations aggregate

B. Business Auto Liability Insurance for owned scheduled, non-owned or hired automobiles with a combined single limit of no less than $1 million per occurrence.

C. Workers' Compensation and Employers Liability Insurance in a form and amount covering Facility's full liability under the California Workers' Compensation Insurance and Safety Act and in accordance with applicable State and Federal laws.

Part A	Statutory Limits
Part B	$1,000,000.00/$1,000,000.00/$1,000,000.00 Employers Liability

D. Errors & Omissions (Professional Liability) coverage with the following limits:
$1,000,000.00 per occurrence/$1,000,000.00 aggregate

E. Facility, upon execution of this contract and periodically thereafter upon request, shall furnish the District with certificates of insurance evidencing such coverage. The certificate of insurance shall include a thirty (30) day non-renewal notice provision. The policies of insurance providing the coverages referred to in clauses A and B above shall name the District and the Board of Trustees as additional insureds with respect to any potential tort liability, irrespective of whether such potential liability might be predicated on theories of negligence, strict liability or products liability. Premiums on all insurance policies shall be paid by Facility and shall be deemed included in Facility's obligations under this contract at no additional charge.

VIII. FERPA.

"FERPA" means the Family Educational Rights and Privacy Act. The Parties recognize that they are bound to comply with FERPA in their handling of education records of any Student that may be enrolled in any District program related to this Agreement.

A. Access Need. The Parties understand and recognize that each Party's employees and agents need access to educational records that the other Party maintains in properly administering any duties and obligations to Student(s).

B. Duty to Orient. Each Party thoroughly must orient its employees and agents of its obligations under FERPA and strictly maintain its practices according to that act's requirements.

C. Disclosure. "Outsider" means any person or entity not a Party to this Agreement.

1. To Third Party. Before authorizing any further disclosure of Student's educational records to any Outsider, a Party must:
    a. receive the other Party's permission; and
    b. obtain assurances that the Outsider fully has complied with FERPA.
2. Redisclosure. A Party has authority to redisclose Student's educational records to the Outsider only if the Outsider does no further disclosure.

IX. Amendment.

Any change to this arrangement requires written amendment that each Party must sign.

X. Notices.

Each Party must send any notice under this agreement in writing either hand-delivered or mailed by certified mail to the addresses set forth below.

District Notification Address:
Pasadena Area Community College District
Beverley Dunbar
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003
626.585.7591
bdunbar@pasadena.edu

Facility Notification Address:
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506
818.729.4410

XI. Binding Authority.

Each Party has authorized an undersigned individual to sign this Agreement on behalf of that Party.

XII. Governing Law.

The validity, interpretation and performance of this Agreement shall be determined according to the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

-FACILITY-	**-DISTRICT-**
BURBANK UNIFIED SCHOOL DISTRICT	**PASADENA AREA COMMUNITY COLLEGE DISTRICT**
By _____	By _____
Print Name _____	Print Name Darlene Inda
Title _____	Title Executive Director of Business and College Services
Date _____	Date _____

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	The Administrative Services Department
PREPARED BY:	Robin Rickman, Bond Project Manager
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	November 6, 2025
SUBJECT:	Approval of Deductive Change Order No.1, Best Contracting Services, 2425-022 Summer Roofing Project, Burbank High School (Measure ABC Bond Fund)

Background:
The District is in the process of replacing the roofs at various sites, including John Burroughs High, Burbank High, Monterey High, Magnolia Park, Luther Middle, Muir Middle, Jefferson Elementary, Miller Elementary, Washington Elementary, and Emerson Elementary Schools.

The District held a job walk on January 14, 2025. There were ten (10) contractors in total, seven (7) contractors submitted a bid package. The awarding bid will include a Union Labor vendor.

Qualifying Bids for the Summer Roof Repair received were as follows:

ADCO Roofing.	$4,932,000.00
AME Builders.	$3,836,700.00
Best Contracting Services	$3,173,805.00
Chapman Coast Roof	$4,711,247.00
Commercial Roofing Systems	$3,730,955.00
Courtney	$4,321,000.00
Letner Roofing	$7,732,000.00

Discussion/Issues:
In 2025, the District selected Burbank High School as part of the Summer 24/25 Roofing project. Burbank High School has six (6) buildings with roofs being replaced and will have a 5-year workmanship warranty from the installer.

On March 06, 2025, the Board of Education approved the contract to Best Contracting Services for the 2425-022 Summer Roofing Project at Burbank High School.

Fiscal Impact:
$3,041,805 Bid Amount (Bond Fund)
$123,884.43 decrease for a revised total of $8,115.57 Allowance (Bond Fund)
$3,049,920.57 Revised Grand Total (Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve deductive change order No.1 between Burbank Unified School District and Best Contracting Services for the 2425-022 Summer Roofing Project at Burbank High School, not to exceed $3,049,920.57 (21.3-00000-0-91008-

85000-6230-431-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The original allowance approved for this project was for an additional $132,000 for any unforeseen circumstances to complete the project. The $123,884.43 decrease, bringing the not to exceed to $3,049,920.57, is to return the unused allowance as the project is substantially complete as of September 24, 2025.

BURBANK UNIFIED SCHOOL DISTRICT

CHANGE ORDER

Project Name:	School	**Date:**	10/6/2025
Site:	Burbank High School	**Change Order #:**	1
Contract Date:	3/10/2025	**Bid #:**	425-022-01
Contractor:	Best Contracting Services	**PO #:**	25003574
DSA Application #:	N.A.	**Board Date:**	10/10/2025

THE CONTRACT IS CHANGED AS FOLLOWS:	
No Cost time extension date from August 8, 2025 to September 24 , 2025, as Substantial Completion Date.	
Return of unused allowance	$ (123,884.43)
Total:	**$ (123,884.43)**

ADJUSTMENTS TO CONTRACT			
Original Contract Amount:	$ 3,173,805.00	Original Contract Completion Date:	08/08/25
Total Prior Change Orders:	$ -	New Completion Date:	
Contract Sum Prior to this CO:	$ 3,173,805.00	% for this Change Order	-4%
Amount of this Change Order:	$ (123,884.43)	% Total Cumulative Change Orders	-4%
Revised Contract Amount:	$ 3,049,920.57		

***SIGNATURES ON PAGE 2**

BURBANK UNIFIED SCHOOL DISTRICT

CHANGE ORDER

Project Name:	School	**Date:**	10/6/2025
Site:	Burbank High School	**Change Order #:**	1

The undersigned Contractor agrees with the foregoing changes to the Contract price and time allowed for completion of the Work, and agrees to furnish all labor, materials, service, and perform all work necessary to complete any additional work specified herein. Changes to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project. Any costs, expenses, damages, or time extensions not included are deemed waived.

Joanna McNicholl	Joanna Mcnicholl Joanna Mcnicholl (Oct 10, 2025 16:02:14 PDT)	Oct 10, 2025
Best Contracting Services Inc.	Signature	Date
Tony DeMartinis	Anthony DeMartinis	Oct 10, 2025
Garland Company	Signature	Date
Robin Rickman	Robin Rickman	Oct 13, 2025
Project Manager	Signature	Date
Mariam Abdelhamid		
Assit. Supv. Bus. Serv.	Signature	Date

BURBANK UNIFIED SCHOOL DISTRICT

ALLOWANCE PROPOSAL AUTHORIZATION

School Name:	Burbank HS	**Initiation Date:**	7.17.25
Project Name:	Summer Roofing - Burbank High School	**Allowance Authorization No.:**	1
To: Project Manager	Robin Rickman	Purchase Order	25003574
From: *Contractor*	Best Contracting Services	Bid Number:	

Description of Item(s) to be charged to Contract Allowance is as follows:

Extend the existing roof curbs to a minimum height of 10" at 3 locations at Building 1	$ 8,115.57
Total	$ 8,115.57

A. Original Contract Allowance	$	132,000.00
B. Net Allowance Disbursements previously authorized	$	-
C. Charges to Contract Allowance as a result of this authorization	$	8,115.57
D. Current Contract Allowance Balance including this authorization	$	123,884.43

Joanna Mcnicholl (Aug 1, 2025 18:20:49 PDT)	Joanna Mcnicholl	Aug 1, 2025
Contractor	Name	Date
Anthony DeMartinis	Anthony DeMartinis	Aug 3, 2025
Architect	Name	Date
Robin Rickman (Aug 4, 2025 07:26:26 PDT)	Robin Rickman	Aug 4, 2025
Project Manager	Name	Date
Andrew Cantwell (Aug 6, 2025 09:06:05 PDT)	Andrew Cantwell	Aug 6, 2025
Associate Superintendent, Admin Services	Name	Date

BURBANK UNIFIED SCHOOL DISTRICT

CHANGE ORDER PROPOSAL (COP)

School Name:	Burbank HS	**Date:**	7/17/2025
Project Name:	Burbank HS	**COP Number:**	24087-0002-R1
Project Manager:	Robin Rickman	**Project Number:**	25003574
Contractor:	Best Contracting Services, Inc.	**Bid Number:**	2425-022-01

Description of Work:

WORK PERFORMED BY CONTRACTOR

					COST
a.	**Material** (attach itemized quantity and unit cost plus sales tax)			$	1,244.06
b.	**Labor** (attach itemized hours and rates, fully encumbered)			$	5,289.12
c.	**Equipment** (attach suppliers' invoices)			$	463.00
d.		**SUBTOTAL**		$	6,996.18
e.	**Add overhead and profit for Contractor**	Insert % here --->	15.0%	$	1,049.43
f.		**SUBTOTAL**		$	8,045.61
g.	**Add Bond and Insurance** from bid form	Insert % here --->	1%	$	69.96
h.		**SUBTOTAL**		$	8,115.57
i.		**AMOUNT OF THIS COP**		**$**	**8,115.57**
j.	**Time** (zero unless indicated)	Calendar Days			3

☐ The proposal would ☑ Increase ☐ Decrease the Contract time by 3 calendar days.

☐ The proposal does not affect the contract time.

Contractor's Signature | Printed Name & Title | Date

Provide all supporting documentation as required by the Contract Documents

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	The Administrative Services Department
PREPARED BY:	Robin Rickman, Bond Project Manager
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	November 6, 2025
SUBJECT:	Approval of Deductive Change Order No.1, Best Contracting Services, 2425-022 Summer Roofing Project, Ralph Waldo Emerson Elementary School (Measure ABC Bond Fund)

Background:
The District is in the process of replacing the roofs at various sites, including John Burroughs High, Burbank High, Monterey High, Magnolia Park, Luther Middle, Muir Middle, Jefferson Elementary, Miller Elementary, Washington Elementary, and Emerson Elementary Schools.

The District held a job walk on January 15, 2025. There were fourteen (14) contractors in total, four (4) contractors submitted a bid package. The awarding bid will include a Union Labor vendor.

Qualifying Bids for the Emerson Elementary Summer Roof Repair received were as follows:

Best Contracting Services	$1,555,370.00
Chapman Coast Roof	$2,195,549.00
Commercial Roofing Systems	$2,016,751.00
Letner Roofing	$2,447,500.00

Discussion/Issues:
In 2025, the District selected Ralph Waldo Emerson Elementary School as part of the Summer 24/25 Roofing project. Ralph Waldo Emerson Elementary School has nine (9) roofs being replaced and will have a 5-year workmanship warranty from the installer.

On March 06, 2025, the Board of Education approved the contract to Best Contracting Services for the 2425-022 Summer Roofing Project at Ralph Waldo Emerson Elementary School.

Fiscal Impact:
$25,000 decrease for a revised total of $1,482,870 Bid Amount (Bond Fund)
$47,500 decrease for a revised total of $0 Allowance (Bond Fund)
$1,482,870 Revised Grand Total (Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve deductive change order No.1 between Burbank Unified School District and Best Contracting Services for the 2425-022 Summer Roofing Project at Ralph Waldo Emerson Elementary School, not to exceed $1,482,870 (21.3-00000-0-91008-85000-6230-203-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The original allowance approved for this project was for an additional $47,500 for any unforeseen circumstances to complete the project. The $72,500 decrease, bringing the not to exceed to $1,482,870, is to return the unused allowance as well as credit the unused amount that was originally calculated in the approved bid, to replace the damaged deck. In the original scope, 30 square feet was estimated to be replaced but the contractor ended up only replacing 5 squares. This change order accurately reflects the expended amount as the project is substantially complete as of October 6, 2025.

BURBANK UNIFIED SCHOOL DISTRICT

CHANGE ORDER

Project Name:	Summer 2025 Roofing at Ralph Waldo Emerson Elementary School	**Date:**	9/2/2025
Site:	Ralph Waldo Emerson School	**Change Order #:**	1
Contract Date:	3/12/2025	**Bid #:**	425-022-01
Contractor:	Best Contracting Services, Inc.	**PO #:**	25003596
DSA Application #:	N.A.	**Board Date:**	**10/16/2025**

THE CONTRACT IS CHANGED AS FOLLOWS:	
No Cost time extension date from August 8, 2025 to September 02, 2025 as Substantial Completion.	
Return of Allowance:	$ (47,500.00)
COP#01: Deck Replacement Base Bid is 7% which equals 30 squares at $10.00 SF. Contractor replaced 5 squares at $6,809.10 . Return of unused 25 squares of damaged decking $25,000.00.	$ (25,000.00)
Total:	**$ (72,500.00)**

ADJUSTMENTS TO CONTRACT			
Original Contract Amount:	$ 1,555,370.00	Original Contract Completion Date:	08/08/25
Total Prior Change Orders:	$ -	New Completion Date:	09/02/25
Contract Sum Prior to this CO:	$ 1,555,370.00	% for this Change Order	-5%
Amount of this Change Order:	$ (72,500.00)	% Total Cumulative Change Orders	-5%
Revised Contract Amount:	$ 1,482,870.00		

***SIGNATURES ON PAGE 2**

BURBANK UNIFIED SCHOOL DISTRICT

CHANGE ORDER

Project Name:	Summer 2025 Roofing at Ralph Waldo Emerson Elementary School	**Date:**	9/2/2025
Site:	Ralph Waldo Emerson School	**Change Order #:**	1

The undersigned Contractor agrees with the foregoing changes to the Contract price and time allowed for completion of the Work, and agrees to furnish all labor, materials, service, and perform all work necessary to complete any additional work specified herein. Changes to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project. Any costs, expenses, damages, or time extensions not included are deemed waived.

Joanna McNicholl Best Contracting Services Inc.	Joanna Mcnicholl Joanna Mcnicholl (Oct 3, 2025 19:19:49 PDT) Signature	Oct 3, 2025 Date
Tony DeMartinis Garland Company	Anthony DeMartinis Signature	Oct 6, 2025 Date
Robin Rickman Project Manager	Robin Rickman Signature	Oct 6, 2025 Date
Mariam Abdelhamid Assit. Supv. Bus. Serv.	Signature	Date

Change Order Request

C.O.R. # 25066-0001

G.C. #

Date: 8/15/2025

Project Name: 25066 / BURBANK USD SITE 9 RALPH W EMERSON ES **Project #:** 25066

To: Burbank Unified School District
Attn:
1900 West Olive Avenue
Burbank, CA 91506
Phone: (818) 729-4531 **Fax:** ( ) -

From: Best Contracting Services, Inc.
Greg Davis
19027 S. Hamilton Ave.
Gardena, CA 90248-4408
Phone: (310) 328-6969 **Fax:** (310) 380-6066

We hereby propose to make the following changes:

Damaged Decking Replaced Credit

Credit for decking not replaced

7% (30 squares) of deck replacement was included in the base bid for 430 squares @ tile roofs
Unit Pricing for Plywood Deck Replacement: $10.00/SF

We replaced 5 Squares of damaged decking
Credit for 25 squares not replaced: $25,000.00

Change Order Price ($25,000.00)

This price is good for 15 days. If conditions change, this price is void.

We are requesting a time extension of 0 days in conjunction with this change.

Greg Davis — Author

8/15/2025 — Date Sent

☐ Accepted The above prices and specifications of this Change Order request are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise specified.

Authorized Signature

Date of Acceptance

F. Clay Tile Reset Scope of Work (Buildings highlighted in green)

1. Remove the existing roof system to the structural deck. District to mark any non-functioning equipment. All marked equipment to be removed during demolition.
2. Repair any damaged decking as required. Contractor to include 7% deck replacement in the base bid. If the amount of deck replacement exceeds 7%, the contractor is to receive a change order equal to the unit price for deck replacement per sq ft multiplied by the sq ft in excess of the amount included in the base bid amount. If the amount of deck replacement is less than 7%, the contractor is to provide a credit.

430 Squares @ Tile

- Replaced 5 Squares

COLOR LEGEND

- YELLOW: RECOVER- MECHANICALLY FASTENED
- ORANGE: RECOVER- ADHERED WITH INSUL-LOCK HR ADHESIVE
- BLUE: REMOVE AND REPLACE
- GREEN: TILE AND UNDERLAYMENT REMOVE AND REPLACE
- PURPLE: SHINGLE AND UNDERLAYMENT REMOVE AND REPLACE
- BROWN: PEDESTRIAN TRAFFIC COATING RESTORATION
- PINK: FLUID-APPLIED RESTORATION
- RED: NOT IN CONTRACT

Colors for reference only. Contractor to verify substrate.
Not all colors are used on all drawings.



THE GARLAND COMPANY INC.
3800 EAST 91st STREET - CLEVELAND, OHIO 44105-2197
PHONE (800) 321-9336 / FAX (216) 641-0633
since 1895

RALPH WALDO EMERSON ELEMENTARY SCHOOL
Burbank Unified School District
720 E CYPRESS AVE., BURBANK, CA 91501
AGENT: TONY DEMARTINIS
DWG BY: GCK | CHK BY: TD | DATE: 1-17-25
REVISION:
SHEET: 2
OF 11

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

BID FORM – REVISION 2

SITE 9: RALPH WALDO EMERSON ELEMENTARY SCHOOL
DEMOLITION AND NEW ROOFING / RESTORATION INSTALLATION

Bid Project #9
Engineer Estimate: $1,182,103

School	Building	Existing System	Solution	Specification
Ralph Waldo Emerson	Building 4- Flat Section	Mod Bit	Recover	07550
Ralph Waldo Emerson	Building 4- Tile Section	Clay Roof Tiles	**Remove & Replace**	073200
Ralph Waldo Emerson	Cafeteria	Coated Mod Bit	Recover	07550
Ralph Waldo Emerson	Building 1- Tile Section	Clay Roof Tiles	**Remove & Replace**	073200
Ralph Waldo Emerson	Building 1- Flat Section	Coated Mod Bit	Recover	07550
Ralph Waldo Emerson	Building 11- Tile Section	Clay Roof Tiles	**Remove & Replace**	073200
Ralph Waldo Emerson	Building 11- Flat Section	Emulsion	Recover	07550
Ralph Waldo Emerson	Building 5	Clay Roof Tiles	**Remove & Replace**	073200
Ralph Waldo Emerson	Childcare Center	Emulsion	Recover	07550

Owner Furnished Materials – Project 9:

Material	Qty	Unit Size
Flexbase E 80	80	100 sf Roll
KEE Stone HP	10	800 sf Roll
HPR SA FR Base Sheet	254	150 sf Roll
Terra Seal	184	200 sf Roll

BASE BID – PROJECT 9:

One Million Five Hundred Seven Thousand Eight Hundred Seventy Dollars ($ 1,507,870.00)
(Words)

DISTRICT ALLOWANCE – PROJECT 9:

Forty-Seven Thousand Five Hundred and $^{00}/_{100}$ Dollars ($ 47,500.00)
(Words)

BASE BID PLUS ALLOWANCE – PROJECT 9:

One Million Five Hundred Fifty Five Thousand Three Hundred Seventy Dollars ($ 1,555,370.00)
(Words)

ADD OPTIONAL – REPLACE ALL METAL FASCIA – PROJECT 9:

Thirty Two Dollars ($ 32.00) **PER SQUARE FOOT**
(Words)

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

BID FORM – REVISION 2

UNIT PRICE BID ITEM PROPOSAL – ALL BIDDERS MUST COMPLETE

All pricing submitted below must include all material and labor costs associated to perform the work.

- Plywood Deck Replacement

Ten Dollars ($ 10.00)/SF

- New Roof Insulation

Sixteen Dollars and Fifty Cents Dollars ($ 16.50)/SF

- Downspout Replacement (22 Gauge and Match Existing Profile Dimension)

Sixty Five Dollars ($ 65.00)/LF

- Wood Fascia Replacement (Prime and Paint to Match Existing)

Forty Dollars ($ 40.00)/LF

- **Tuff Coat Application**

Three Dollars and Ten Cents **Dollars ($** 3.10 **)/SF**

Joel Jimenez

Best Contracting Services, Inc.

Jun 26, 2025 | 30 Photos

Emerson ES Wood Replacement

Section 1

1



Project: 25066 - Emerson Elementary School
Date: May 29, 2025, 9:13 AM
Creator: Oscar Linares

2



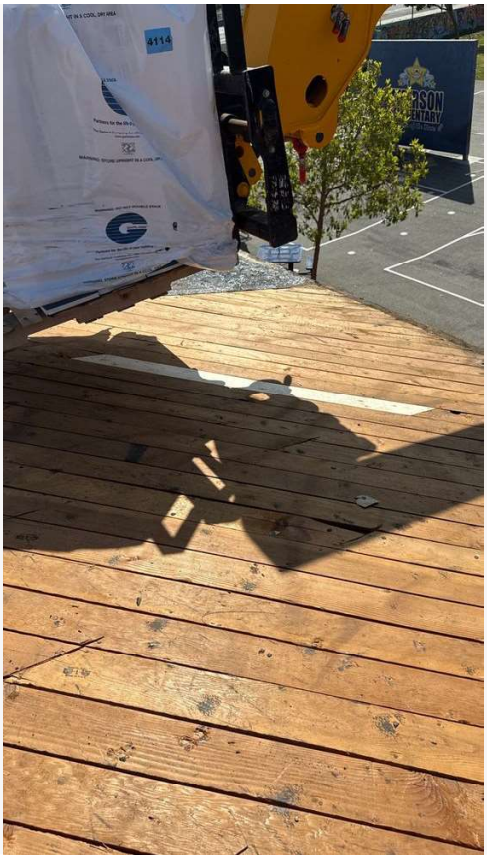
Project: 25066 - Emerson Elementary School
Date: May 29, 2025, 9:13 AM
Creator: Oscar Linares

3



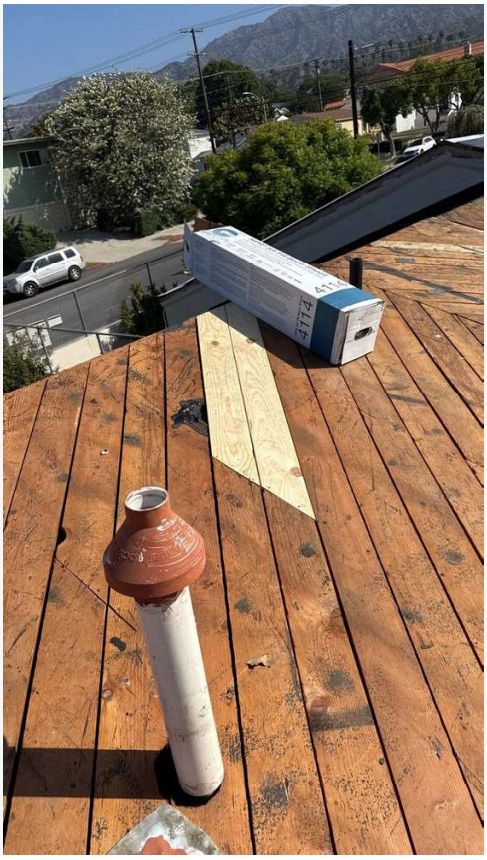
Project: 25066 - Emerson Elementary School
Date: May 29, 2025, 9:13 AM
Creator: Oscar Linares

4



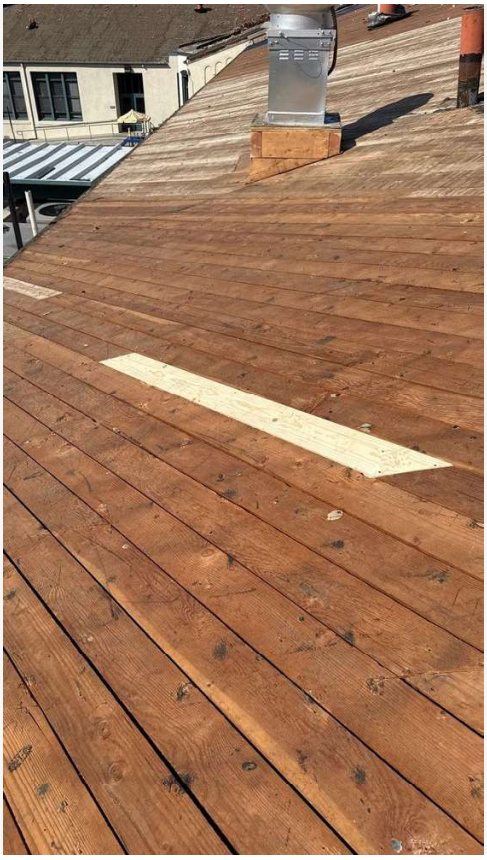
Project: 25066 - Emerson Elementary School
Date: May 30, 2025, 9:13 AM
Creator: Oscar Linares

5



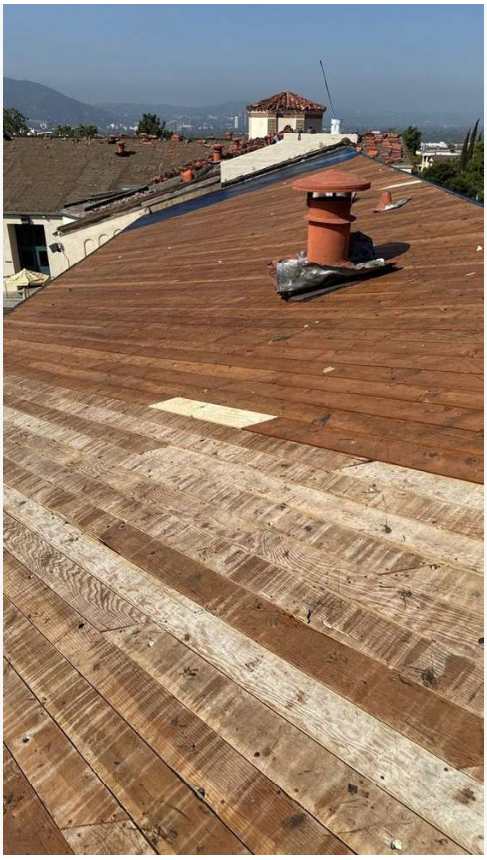
Project: 25066 - Emerson Elementary School
Date: May 30, 2025, 9:13 AM
Creator: Oscar Linares

6



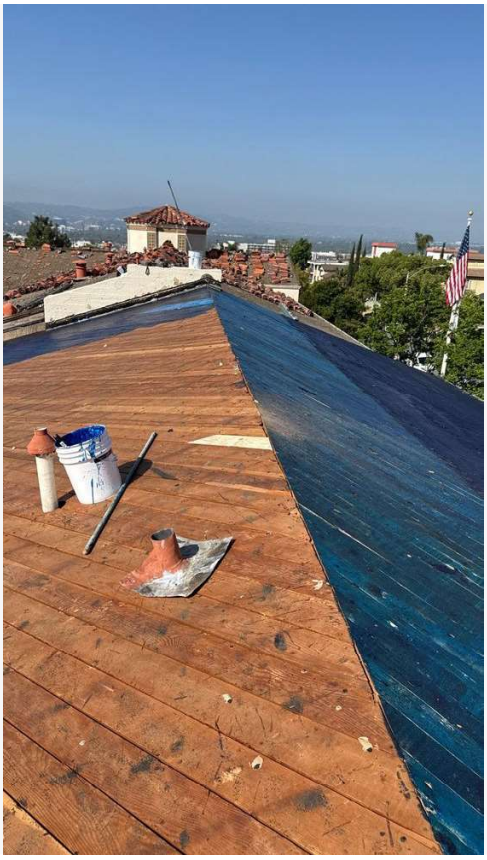
Project: 25066 - Emerson Elementary School
Date: May 30, 2025, 9:14 AM
Creator: Oscar Linares

7



Project: 25066 - Emerson Elementary School
Date: May 30, 2025, 9:14 AM
Creator: Oscar Linares

8



Project: 25066 - Emerson Elementary School
Date: May 30, 2025, 9:14 AM
Creator: Oscar Linares

9



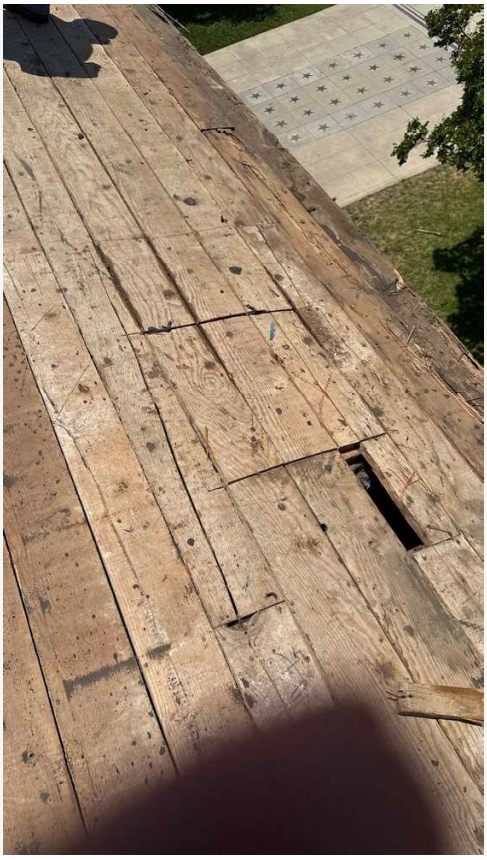
Project: 25066 - Emerson Elementary School
Date: May 30, 2025, 9:14 AM
Creator: Oscar Linares

10



Project: 25066 - Emerson Elementary School
Date: May 30, 2025, 11:18 AM
Creator: Joel Jimenez

11



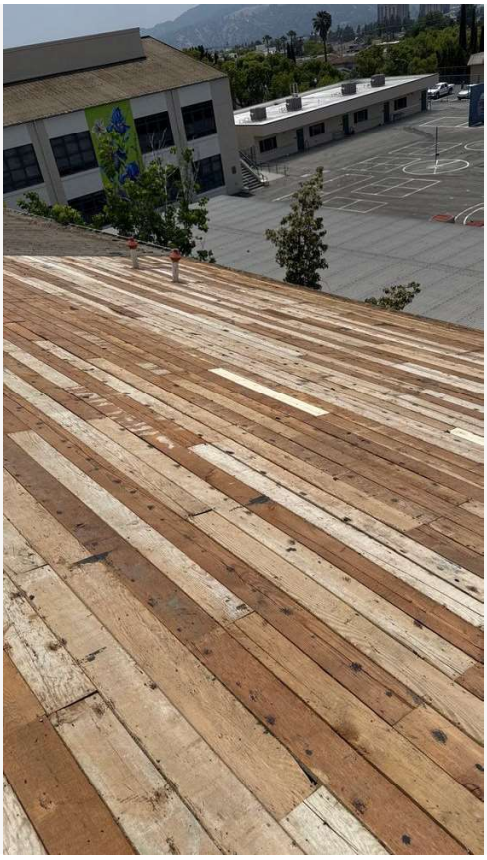
Project: 25066 - Emerson Elementary School
Date: Jun 2, 2025, 1:29 PM
Creator: Oscar Linares

12



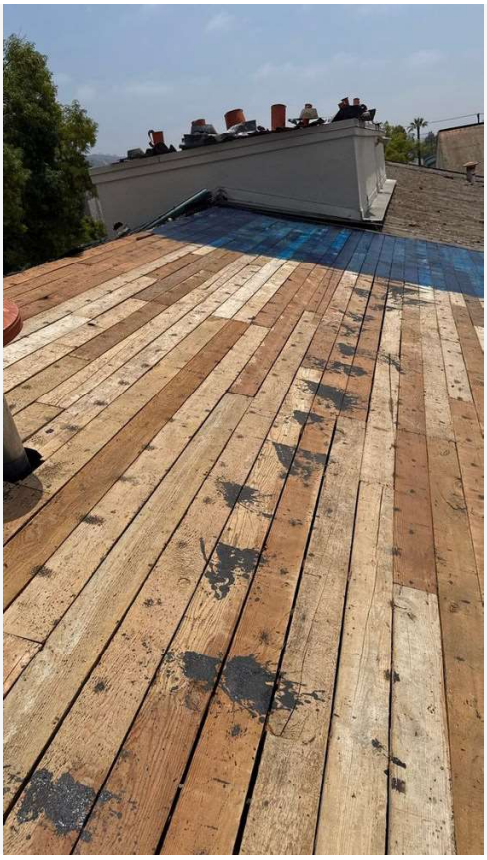
Project: 25066 - Emerson Elementary School
Date: Jun 3, 2025, 10:54 AM
Creator: Oscar Linares

13



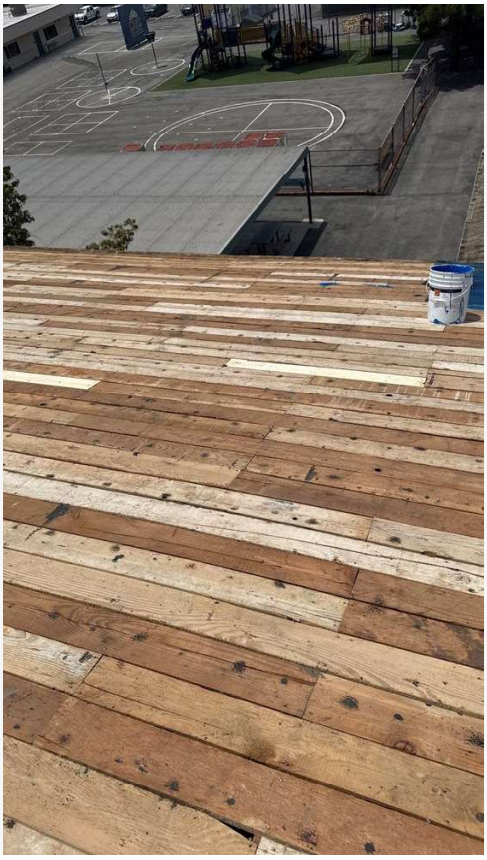
Project: 25066 - Emerson Elementary School
Date: Jun 5, 2025, 12:21 PM
Creator: Oscar Linares

14



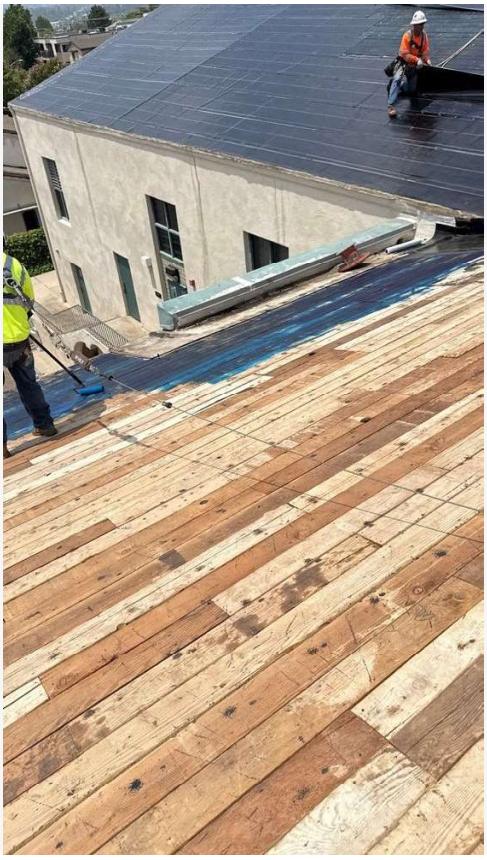
Project: 25066 - Emerson Elementary School
Date: Jun 5, 2025, 12:21 PM
Creator: Oscar Linares

15



Project: 25066 - Emerson Elementary School
Date: Jun 5, 2025, 12:21 PM
Creator: Oscar Linares

16



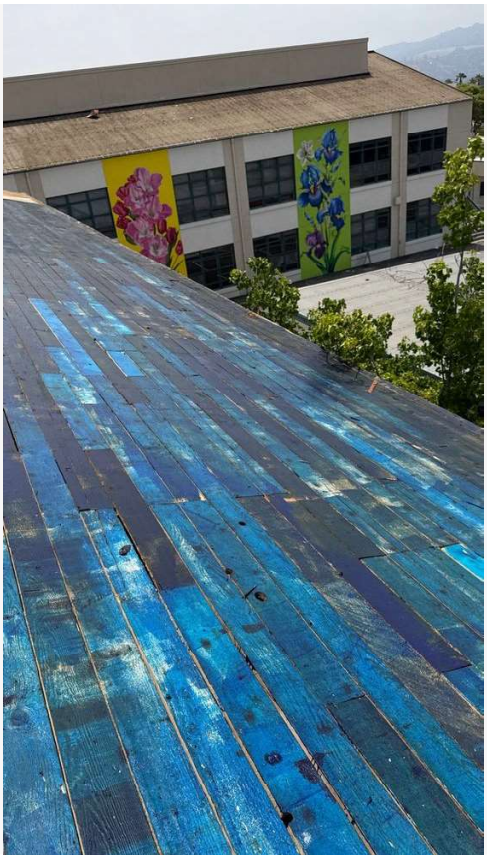
Project: 25066 - Emerson Elementary School
Date: Jun 5, 2025, 12:21 PM
Creator: Oscar Linares

17



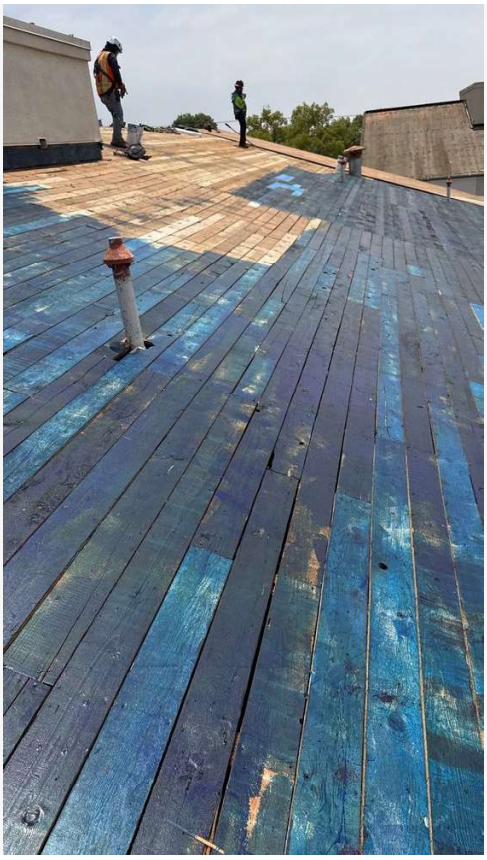
Project: 25066 - Emerson Elementary School
Date: Jun 5, 2025, 12:22 PM
Creator: Oscar Linares

18



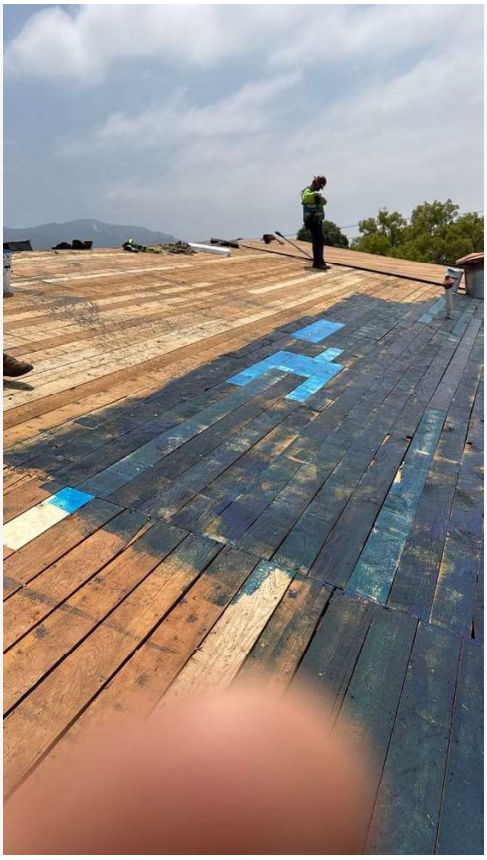
Project: 25066 - Emerson Elementary School
Date: Jun 6, 2025, 12:00 PM
Creator: Oscar Linares

19



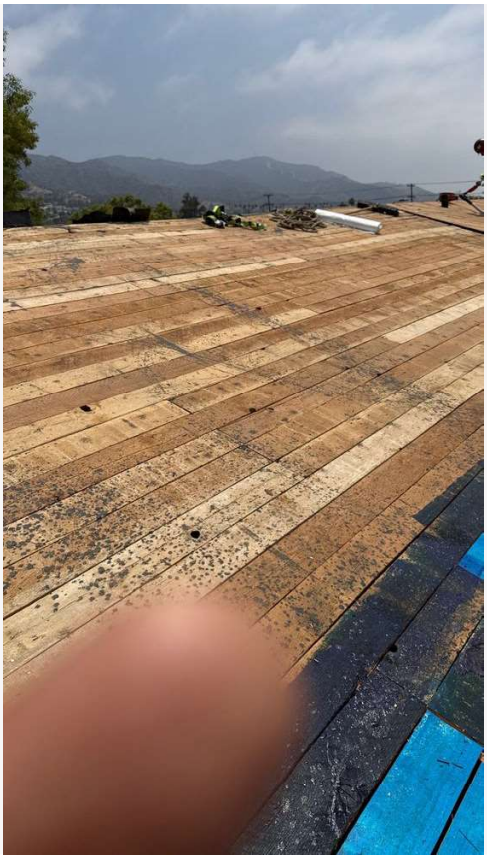
Project: 25066 - Emerson Elementary School
Date: Jun 6, 2025, 12:01 PM
Creator: Oscar Linares

20



Project: 25066 - Emerson Elementary School
Date: Jun 6, 2025, 12:01 PM
Creator: Oscar Linares

21



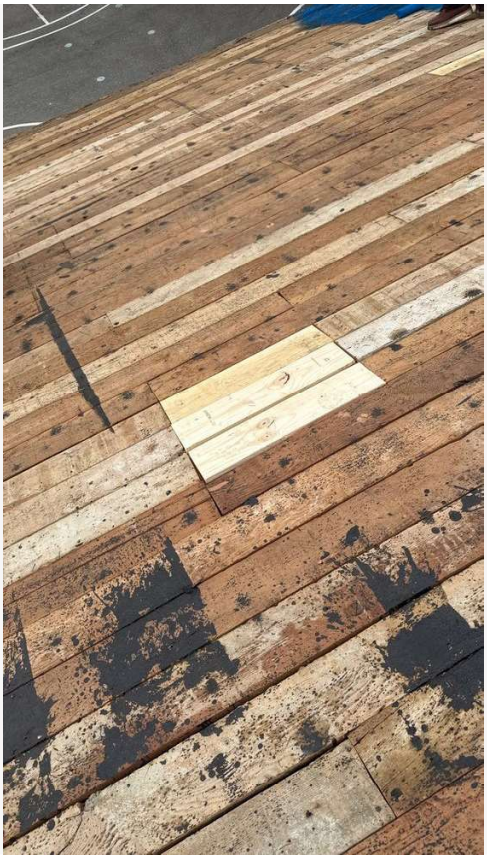
Project: 25066 - Emerson Elementary School
Date: Jun 6, 2025, 12:01 PM
Creator: Oscar Linares

22



Project: 25066 - Emerson Elementary School
Date: Jun 9, 2025, 8:54 AM
Creator: Oscar Linares

23



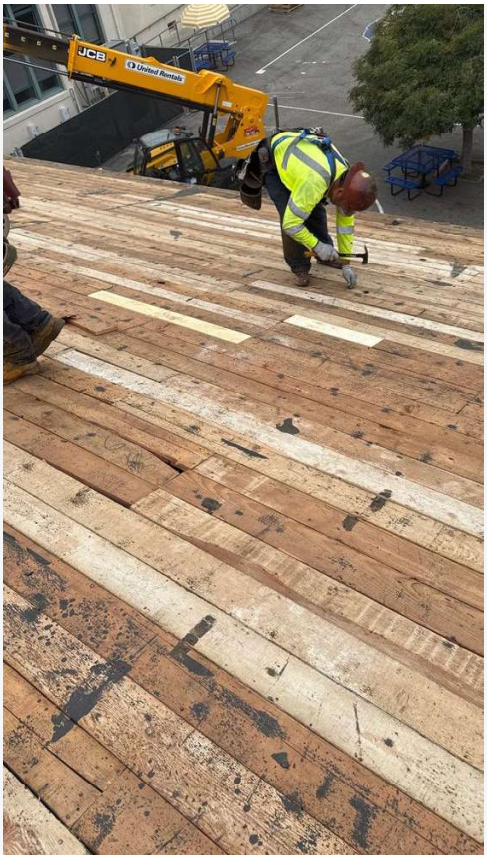
Project: 25066 - Emerson Elementary School
Date: Jun 9, 2025, 8:54 AM
Creator: Oscar Linares

24



Project: 25066 - Emerson Elementary School
Date: Jun 9, 2025, 8:54 AM
Creator: Oscar Linares

25



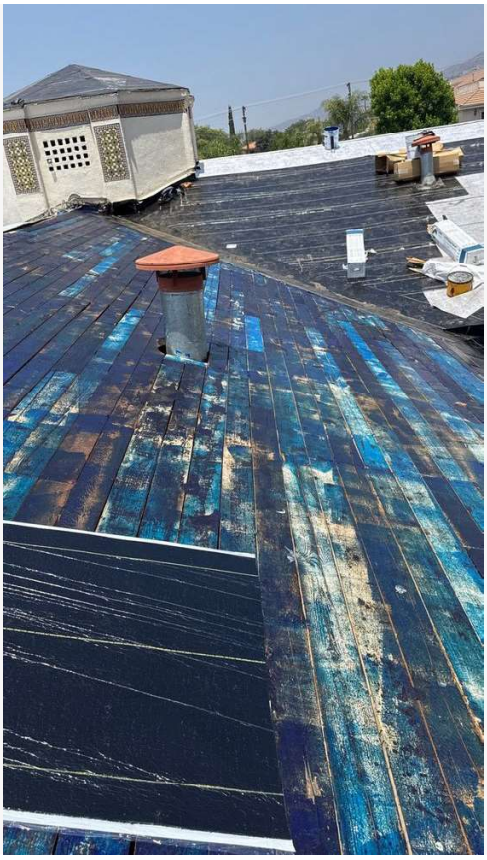
Project: 25066 - Emerson Elementary School
Date: Jun 9, 2025, 8:54 AM
Creator: Oscar Linares

26



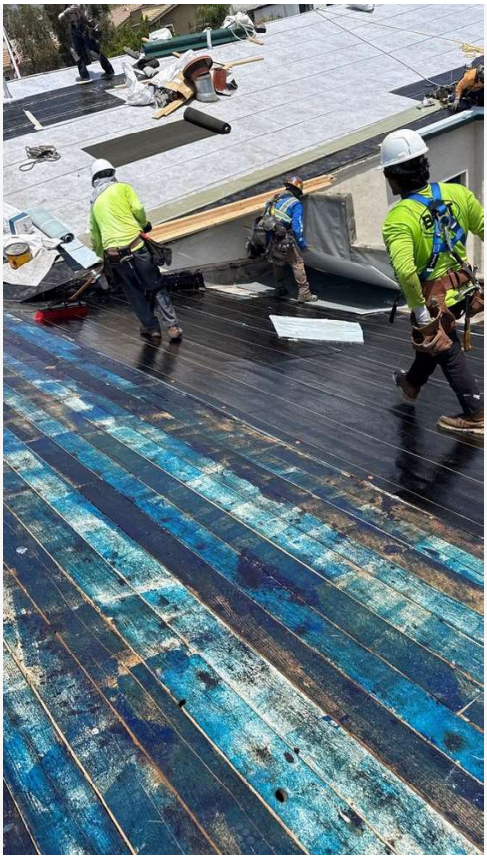
Project: 25066 - Emerson Elementary School
Date: Jun 9, 2025, 8:54 AM
Creator: Oscar Linares

27



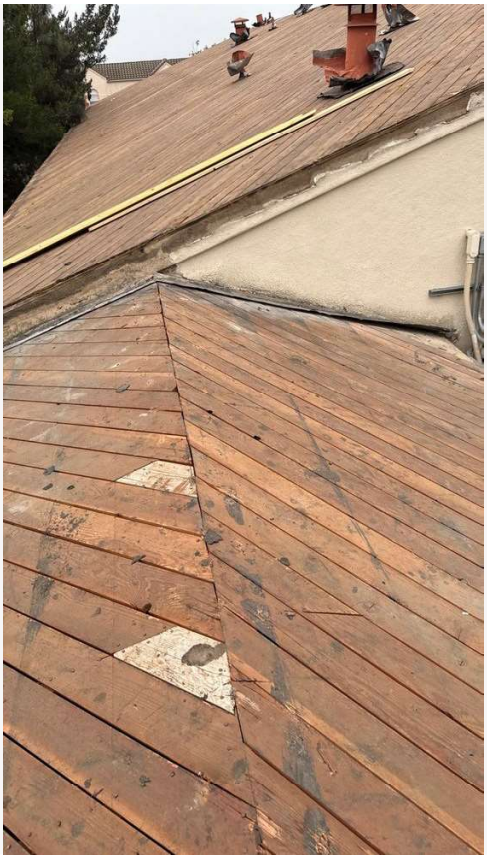
Project: 25066 - Emerson Elementary School
Date: Jun 9, 2025, 12:13 PM
Creator: Oscar Linares

28



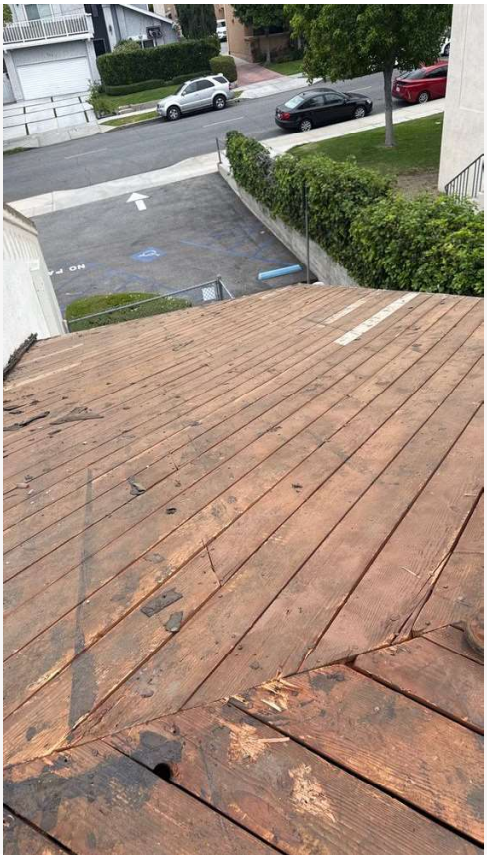
Project: 25066 - Emerson Elementary School
Date: Jun 9, 2025, 12:14 PM
Creator: Oscar Linares

29



Project: 25066 - Emerson Elementary School
Date: Jun 14, 2025, 7:20 AM
Creator: Oscar Linares

30



Project: 25066 - Emerson Elementary School
Date: Jun 14, 2025, 7:20 AM
Creator: Oscar Linares

Outlook

Re: Emerson ES and Burroughs HS- Damaged Decking Replacement COR

From Tony DeMartinis <tdemartinis@garlandco.com>
Date Mon 8/25/2025 2:23 PM
To Robin Rickman <RobinRickman@burbankusd.org>
Cc Philip McTague <pmctague@garlandco.com>

Caution! This message was sent from outside of Burbank Unified School District. Report

Robin

We are comfortable with their amount of decking replacement.

Thank you

Tony DeMartinis
Territory Manager- Los Angeles
Tel: 818-900-3000
Email: tdemartinis@garlandco.com
Website: www.garlandco.com

»Capital Planning & Budgeting
»Building Envelope Products
»Public & Non Profit Procurement
»Design-Build Solutions

On Mon, Aug 25, 2025 at 1:57 PM Robin Rickman <RobinRickman@burbankusd.org> wrote:

> Just following up on this COP does the calc's seem reasonable to you?
>
> Robin Rickman
> Burbank USD
> Project Manager
> 510 S. Shelton
> Burbank, CA. 91506
> P: (818) 729 - 3491
> C: (213) 503 - 6711
>
> ---
>
> **From:** Robin Rickman <RobinRickman@burbankusd.org>
> **Sent:** Wednesday, August 20, 2025 10:45 AM
> **To:** Tony DeMartinis DeMartinis <tdemartinis@garlandco.com>
> **Cc:** Philip McTague <pmctague@garlandco.com>
> **Subject:** Fw: Emerson ES and Burroughs HS- Damaged Decking Replacement COR

Please review this COP for Emerson.

Robin Rickman
Burbank USD
Project Manager
510 S. Shelton
Burbank, CA. 91506
P: (818) 729 - 3491
C: (213) 503 - 6711

From: Martha Galindo <mgalindo@bestcontracting.com>
Sent: Tuesday, August 19, 2025 10:21 PM
To: Robin Rickman <RobinRickman@burbankusd.org>; Joel Jimenez <jjimenez@bestcontracting.com>
Cc: Tony DeMartinis DeMartinis <tdemartinis@garlandco.com>; Gregory Davis <gdavis@bestcontracting.com>
Subject: Re: Emerson ES and Burroughs HS- Damaged Decking Replacement COR

Hi Robin,

See attached. Feel free to contact me if you have any questions.

Thank you,

MARTHA GALINDO Assistant Project Manager
m| 310-613-5771 **e**| mgalindo@bestcontracting.com
o | 310-328-6969 x 264 **a**| 19027 S. Hamilton Ave, Gardena CA 90248
Specializing in the Building Envelope CSLB #456263

From: Robin Rickman <RobinRickman@burbankusd.org>
Sent: Tuesday, August 19, 2025 2:25 PM
To: Joel Jimenez <jjimenez@bestcontracting.com>
Cc: Martha Galindo <mgalindo@bestcontracting.com>; Tony DeMartinis DeMartinis <tdemartinis@garlandco.com>
Subject: Re: Emerson ES and Burroughs HS- Site walk of 8.5.25

FMartha,
or Emerson

Where are we with the Credit on the clay tile decking replacement, last I heard is was ready to send?

Robin Rickman
Burbank USD
Project Manager
510 S. Shelton
Burbank, CA. 91506
P: (818) 729 - 3491
C: (213) 503 - 6711

From: Joel Jimenez <jjimenez@bestcontracting.com>
Sent: Tuesday, August 19, 2025 1:53 PM
To: Robin Rickman <RobinRickman@burbankusd.org>
Cc: Martha Galindo <mgalindo@bestcontracting.com>; Tony DeMartinis DeMartinis <tdemartinis@garlandco.com>
Subject: Re: Emerson ES and Burroughs HS- Site walk of 8.5.25

For Burroughs sheet metal still remains to be completed. For Emerson only the caulking at the windows remains to be done on Saturday.
Thanks.

Joel Jimenez
Roofing Superintendent
e | jjimenez@bestcontracting.com
C | 310-415-0952
a | 19027 S. Hamilton Ave, Gardena CA 90248
Specializing in the Building Envelope CSLB #456263

From: Robin Rickman <RobinRickman@burbankusd.org>
Sent: Tuesday, August 19, 2025 1:46 PM
To: Joel Jimenez <jjimenez@bestcontracting.com>
Cc: Martha Galindo <mgalindo@bestcontracting.com>; Tony DeMartinis DeMartinis <tdemartinis@garlandco.com>
Subject: Emerson ES and Burroughs HS- Site walk of 8.5.25

Joel,

For Emerson ES - is the items listed in the attachment complete, - will the 23rd be needed for completion?
For Burroughs HS - Is the 23rd still required?

Robin Rickman
Burbank USD
Project Manager
510 S. Shelton
Burbank, CA. 91506
P: (818) 729 - 3491
C: (213) 503 - 6711

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Juan Noguera, Director of Adult Education
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	November 6, 2025
SUBJECT:	Approval of Advertising Campaign Agreement Between Burbank Unified School District and Nexstar Media Group & KTLA

Background:

Burbank Adult School (BAS) is committed to informing the community about all the programs offered at the adult school. Reaching out to different members in the community is one of the objectives that BAS has as part its mission. To disseminate information about the programs more efficiently, BAS has aggressively promoted its programs on iHeartRadio, school social media, and AABC TV to continue informing adult learners of learning opportunities for free or at a low cost.

Discussion/Issues:

Burbank Adult School has promoted its programs through mailers, Armenian TV and radio ads; however, there is a need to continue expanding promoting new classes in the Career Technical Education Program (CTE) to recruit new adult learners who are looking to learn new skills to improve their living standards. The unemployment rate in Burbank as reported in September 2025 was 7.4%, one of the highest in Los Angeles County. In order to expand and reach out to more members in the community, BAS plans to advertise its programs on KTLA during three months – November 2025 through January 2026, to ensure that more members in community obtain information and have access to BAS programs. Utilizing KTLA and its social media platforms will certainly make a difference to continue supporting all members in the community.

Fiscal Impact:

Not to exceed $40,000 paid from California Adult Education Program funds.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the advertising agreement between Burbank Unified School District and Nexstar Media Group & KTLA to promote the adult education programs to the community, effective November 14, 2025, concluding Januayr 31, 2026 not to exceed $ 40,000 (05% = 11.0-63910.0-41101-27000-5850-5330000, 30% = 11.0-63910.0-41102-27000-5850-5330000, 50% = 11.0-63910.0-41104-27000-5850-5330000, 15% = 11.0-63910.0-41106-27000-5850-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

MARKETING SERVICES CONTRACT

Date of Agreement: November 7, 2025, 11:02 AM PDT

Provider: Nexstar Media Group & KTLA
Provider Address: 5800 Sunset Blvd, Los Angeles, CA 90028

Client: Burbank Adult School
Client Address: 3811 W Allan Ave, Burbank, CA 91505

This Marketing Services Contract is entered into on November 7, 2025, 11:02 AM PDT, by and between Nexstar Media Group & KTLA and Burbank Adult School.

Campaign Overview

The purpose of this agreement is to outline the terms and deliverables for a three-month marketing campaign designed to enhance brand visibility and increase enrollment awareness for Burbank Adult School. The campaign will leverage KTLA's premium broadcast, digital, and social media platforms to deliver comprehensive exposure across television, web, and streaming audiences. The campaign will run from **November 2025 through January 2026**, combining both linear and digital strategies to maximize engagement, impressions, and measurable results.

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1. Scope of Services

Provider agrees to perform the following marketing services for Client over a **three-month term** commencing **November 2025** and ending **January 2026**:

A. LA Unscripted (1):
One-time production that airs three (3) times, including social media extension and link clicks. "LA Unscripted" is KTLA's lifestyle show hosted by Dayna Devon, Olivia DeBortoli, and Jasmine Simpkins, airing weeknights from 7:30–8:00 p.m.
Includes one (1) sponsored segment produced once and aired three (3) times—once as a premiere, once as an encore, and once during daytime news—with targeted social media amplification by zip code to drive awareness and web traffic.
This will be consistent with social extensions and estimated to generate approximately 5,000 clicks to the LA Unscripted website.

B. KTLA (HPT) (2):
Two (2) homepage takeovers, including pre-roll and display ads. Each takeover provides 24-hour exclusive domination of ktla.com ad space, geo-targeted for maximum brand visibility and reach to KTLA's 6.2M+ social followers. These HPTs will run prior to enrollment periods to boost engagement and drive website traffic.

C. KTLA Everywhere (Geo-targeted) / Social Extension:
A :30-second spot streamed across the KTLA+ app (Roku, Fire TV, Apple TV, and Samsung Smart TVs).

Includes local geo-targeted social media extensions leveraging KTLA's 6.2M+ followers across Facebook, Twitter, and Instagram. Repurposes LA Unscripted content to amplify social engagement.
This component will run continuously throughout the three-month campaign period.

D. Amazon DSP (Efficiency):
A :30-second spot leveraging Amazon's advertising platform to deliver display, video, and audio ads across Amazon's ecosystem. Utilizes Amazon first-party data for precise audience targeting, optimizing for individuals seeking educational advancement opportunities.
This component will run in its entirety throughout the three-month campaign period.

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2. Compensation

Client agrees to pay Provider a **total of $40,000** for the Campaign, allocated as follows:

Service	**Description**	**Amount**
LA Unscripted (1)	One-time production airing 3 times + Social Ext. (559,000 impressions, est. 5,000 clicks)	$15,000
KTLA (HPT) (2)	Two homepage takeovers + Pre-roll, Display (400,000+ impressions)	$4,000
KTLA Everywhere / Social Ext.	:30 SPOT (400,000+ impressions)	$10,500
Amazon DSP (Efficiency)	:30 SPOT (416,667 impressions)	$10,500
Total		**$40,000**

Payment Schedule:

- Payment 1: $13,333.33 due prior to campaign execution
- Payment 2: $13,333.33 due December 1, 2025
- Payment 3: $13,333.34 due January 31, 2026

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3. Term and Termination

This Contract shall commence in **November 2025** and conclude in **January 2026**.
Either party may terminate this agreement with thirty (30) days' written notice if the other party breaches any material term.

4. Confidentiality

Both parties agree to maintain the confidentiality of any proprietary or sensitive information shared in connection with this Campaign.

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5. Deliverables

Provider shall deliver the following:

- Monthly performance reports including impressions and engagement metrics (estimated 1,775,667 total impressions)
- Branding assets and ad creatives approved by Client for LA Unscripted, KTLA HPT, and KTLA Everywhere
- Final campaign analytics report, including performance metrics for social media and Amazon DSP

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6. Acceptance and Signatures

By signing below, both parties acknowledge and agree to the terms and conditions of this Marketing Services Contract.

Nexstar Media Group & KTLA
Name: _____
Title: _____
Signature: _____
Date: _____

Burbank Adult School
Name: _____
Title: _____
Signature: _____
Date: _____

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Juan Noguera, Director of Adult School
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	November 6, 2025
SUBJECT:	Approval of Memorandum of Understanding (MOU) Between Burbank Unified School District and PrimeMed Pharmacy

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Background
Burbank Adult School offers Career Technical Education (CTE) classes that require students complete hands-on training at drug stores or clinical sites. In order to complete hours for training and receive a certification, students have to meet all the competencies and requirements by the state of California. Prior to place students in an externship program, all students must undergo a background check and live scan through the Department of Justice (DOJ) and the F.B.I. Students in healthcare careers such as Pre-Certified Nursing Assistant, Pharmacy Technician, Physical Therapy, and Clinical Medical Assistant, must complete and meet all the requirements to receive the proper certification.

Discussion/Issues:
In order to help students complete this task, Burbank Adult School has identified and contacted PrimeMed Pharmacy to be a partner in this program. Burbank Adult School and PrimeMed Pharmacy want to formally establish a partnership to support students who are pursuing careers in the healthcare field. PrimeMed Pharmacy is fully accredited to offer the opportunity for BAS students to further their learning with hands-on training to complete the pharmacy technician program. Careers in the healthcare sector are in great demand as the labor market continues showing the need of workers in clinics and hospitals.

Fiscal Impact
There is no cost associated with the agreement between Burbank Unified School District and PrimeMed Pharmacy.

Recommendation:
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Memorandum of Understanding (MOU) between Burbank Unified School District and PrimeMed Pharmacy as presented.

Externship Learning Program Agreement (non-Pharmacist)*

This Externship Learning Program Agreement (the "Agreement") has been entered as of **7th of November, 2025** (the "effective date") by and between **PrimeMed Pharmacy, 839 W. Glenoaks Blvd., Glendale, CA 91202 ("PrimeMed Pharmacy"),** and the following "Organization":

Burbank Unified School District, 1900 W. Olive Avenue, Burbank, CA 91505, and such additional schools/campuses as listed in Exhibit A, attached and incorporated herein.

WHEREAS, the Organization has established a curriculum or program to train its students, trainees, or clients to be pharmacy technicians or workers in other trades, skills, or qualifications, and

WHEREAS, PrimeMed Pharmacy operates a retail drug store which employs pharmacy technicians and other skilled workers (each, a "Location"), and

WHEREAS, the parties agree that the development of a program (the "Program") whereby certain of the Organization students, trainees, or clients (each, a "Participant") can obtain practical experience and learning in a retail, business, or pharmacy setting related to pharmacy and wellness services would benefit the Participant, the Organization, and the industry with PrimeMed Pharmacy and similarly situated businesses, all of which will ultimately provide improved pharmacy and wellness related services to the community;

NOW THEREFORE, in consideration of the mutual benefits accruing to the parties under this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed as follows.

1. THE PROGRAM

The parties will design the Program to allow Participants to obtain practical experience in a Location in accordance with PrimeMed Pharmacy guidelines and such other applicable trade associated guidelines on practice experiences (collectively hereinafter referred to as "the program"). The program will be designed to provide practical experience in accordance with applicable federal and state law and Program objectives as agreed upon by the parties, which shall be (a) similar to training in a vocational school, (b) for the benefit of the Participants as part of a learning experience, (c) without displacing regular employees, but acting under close personal supervision, (d) without immediate advantage to PrimeMed Pharmacy from activities of Participants, (e) without guarantee of employment at conclusion of Participant's training period, and (f) with understanding by Organization, PrimeMed Pharmacy, and Participants that the Participants are not entitled to wages or other compensation for the time of participation in the Program. Each Participant's participation in the program will be as agreed upon by the parties with respect to the Location, program period, number and schedule of hours. Use of the term "faculty" is intended to reference an educator, trainer, teacher, or other academic role. Use of the term employee is intended to include faculty, employees, staff, contractors, agents, and representatives of an entity.

2. TERM; TERMINATION

This Agreement will commence on the Effective Date and shall continue for a period of Two (2) years (the "Term"). Notwithstanding the foregoing, at any time during the Term, either party may terminate this Agreement upon written notice to the other, such termination to be

effective at the conclusion of the current academic semester, trimester or quarter, as applicable for the Organization.

3. PRIMEMED PHARMACY RESPONSIBILITIES

3.1 Supervision. PrimeMed Pharmacy will provide reasonable supervision and feedback to each Participant and to the Organization, including verifying in writing all hours and dates attended by a Participant. PrimeMed Pharmacy will promptly report to the Organization the unsatisfactory progress (including without limitation unexcused absences) of any Participant. PrimeMed Pharmacy will meet with designated faculty of the Organization as necessary to discuss and evaluate the Program, guidelines, and such other applicable matters with the Program.

3.2 Equipment. PrimeMed Pharmacy will make available all required equipment, systems and supplies at the Location, including providing each Participant with sufficient orientation to the equipment and systems at the Location to enable the Participant to perform any tasks assigned.

3.3 Capacity. PrimeMed Pharmacy will notify the Organization as to the number of Participants it can accommodate for an academic period.

3.4 Staffing. PrimeMed Pharmacy will maintain at least its normal staffing levels while Participants are present at a Location. In no event will a Participant be expected or allowed to perform services in lieu of staff employees or otherwise displace regular employees.

4. ORGANIZATION RESPONSIBILITIES

4.1 Program Coordinator. The Organization will appoint one (1) faculty member to serve as the Primary educational coordinator for the Program (the "Coordinator"). The Coordinator will be responsible for the overall management of each Participant's educational experience while participating in the Program. Either the Coordinator or another faculty or staff member will be on call at all times while Participants are present at any Location in connection with the Program.

4.2 Permits. The Organization shall maintain, at all times during the Term, accreditation as an educational institution; all licenses and permits necessary to the Program (including without limitation, an application for the applicable pharmacy technician's license for each Participant, if required by state or local law); and full and unrestricted accreditation of the Program from the applicable accrediting organization as agreed by the parties. The Organization shall promptly notify PrimeMed Pharmacy of any adverse change in its accreditation or licensing status.

4.3 Qualification of Participants. The Organization shall ensure, through qualified faculty and curriculum, that each Participant is adequately prepared to benefit from his or her placement in the Program, including both classroom and laboratory instruction. A candidate's preparedness shall be measured by (i) academic performance indicating an ability to understand what the Participant will observe and perform while participating in the Program, (ii) an appreciation of the nature and gravity of the work Participant will observe and perform, and (iii) the candidate's deportment and conduct as appropriate for the setting.

4.4 Background Testing. The Organization will be primarily responsible for selecting each

Participant who is to participate in the Program. Where required by applicable law, the Organization will verify that each Participant (a) has completed OSHA training for blood-borne pathogens; and (b) has obtained any required certifications to allow the Participant to provide education and counseling for the advanced pharmacy practice experiences and where permissible by law. The Organization will conduct a criminal background check for each Participant, including obtaining, as applicable, information from Federal, State (including the Participant's state of residence if different from the state in which the Organization is located) and local governmental sources. All background checks shall be conducted in a manner that is consistent with the requirements of the Fair Credit Reporting Act and any applicable state laws. If any Participant's background check reveals a prior criminal record or any other negative material, the Organization and PrimeMed Pharmacy will jointly evaluate whether such Participant should remain a candidate for the Program.

4.5 Preparation and Training. The Organization will (a) be primarily responsible for the Participants' learning experiences and provide faculty sufficient to effectively implement the Externship Learning Program; (b) provide the Participants with objective guidelines and contact information to the supervisors working with the Program; (c) Furnish PrimeMed Pharmacy with a schedule of dates and hours for practical experience, as well as a list of names and contact information of participating Participants and faculty; and (d) coordinate with PrimeMed Pharmacy personnel for preparation and evaluation of the Program.

4.6 Compliance. The Organization will instruct all of its Participants assigned to Facilities with regard to compliance with all of its rules, regulations, policies, and procedures, including but not limited to those relating to the treatment of confidential information of Facilities and its customers, as well as the responsibility and authority of PrimeMed Pharmacy's personnel over patient care and administration. Organization shall instruct all of its Participants regarding that proper attire must be worn at all times in the Location. Prior to the commencement of participation in the Program, the Organization will also ensure that all Participants and faculty members involved in the Program become familiar with and adhere to all applicable requirements of HIPAA (as defined below) as well as PrimeMed Pharmacy standards, procedures and code of ethics.

4.7 Access. The Organization, its faculty, employees, and Participants shall respect and comply with any and all restrictions and requirements related to access to a Location, PrimeMed Pharmacy, area, system, record, data, information, equipment, product, or material of PrimeMed Pharmacy, its employees, customers, patients, vendors, or contractors, as directed by PrimeMed Pharmacy. The Organization agrees that PrimeMed Pharmacy, in its sole discretion, may limit, restrict, terminate, or otherwise deny access by the Organization and its Participants, faculty, and employees at any time and upon immediate notice in any manner.

5. PARTICIPANT RESPONSIBILITIES

At all times while participating in the Program at a Location, all Participants shall adhere to PrimeMed Pharmacy's workplace policies, rules and regulations, including those relating to the use of alcohol and other drugs, weapons, dress code, timeliness, patient privacy, confidentiality, and professional conduct; maintain good standing at the Organization, including maintaining a grade point average of 2.0 or higher; and maintain accurate, daily log sheets of all externship hours.

6. FERPA COMPLIANCE

The parties recognize that they are bound to comply with the Family Educational Rights and Privacy Act (Buckley Amendment) in their handling of educational records of Participants enrolled in their programs. It is also understood and recognized that employees and agents of each party will need to have access to the educational records maintained by the other party in properly administering their duties and obligations under this Agreement and to the individual Participants. It is agreed that each party shall thoroughly orient their employees and agents (as applicable to those handling educational records) with regard to their respective obligations under the Family Educational Rights and Privacy Act and shall maintain their practices in strict accordance with the requirements of that act. Unless required by judicial or regulatory authority, neither party shall be permitted to authorize and further disclose the educational records of the other party to persons or entities not a party to this Agreement without first having received permission of the other party, and having obtained assurances that the other party has fully complied with the provisions of the Family Educational Rights and Privacy Act. Any permitted redisclosure to persons or entities not a party to this Agreement shall be under the condition that no further disclosure by such party shall be permitted.

7. INSURANCE

7.1 Participant Health Insurance. The Organization acknowledges that the Participant is not an employee of PrimeMed Pharmacy, is not covered under PrimeMed Pharmacy's health, dental, vision, or other medical insurance or benefits ("Health Insurance"), and PrimeMed Pharmacy has no legal obligation to provide Health Insurance to the Participant.

7.2 Organization Liability Insurance Requirements. The Organization shall procure and maintain during the Term of this Agreement, at no cost or expense to PrimeMed Pharmacy, insurance with the following coverage for the Organization, its faculty and Participants: (a) general liability policy in the amount of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) in the aggregate per year, and (b) professional liability in the minimum amount of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) in the aggregate per year. Such policy shall specify that the liability coverage with regard to PrimeMed Pharmacy under this Agreement is primary and non-contributing. A certificate of such insurance shall be provided to PrimeMed Pharmacy within ten (10) days after execution of this Agreement and annually thereafter on the anniversary of the Effective Date.

8. INDEMNIFICATION

8.1 Indemnity by Organization. To the fullest extent allowed by law, the Organization shall, during the term of this Agreement, indemnify and hold PrimeMed Pharmacy and its employees, agents, directors, officers and affiliated corporations and their respective officers, directors and employees harmless from all legal liability, injury or damage, including reasonable attorney's fees, costs and expenses for injuries, public liabilities, and property damage arising out of the negligent acts of any Participant or Organization employees in connection with the Program; provided however, that the Organization will not indemnify or hold PrimeMed Pharmacy harmless for any claims or damages arising from the negligence or willful misconduct of PrimeMed Pharmacy. This indemnification provision shall survive the termination of this Agreement for acts that arose while this Agreement was in effect.

8.2 Indemnity by PrimeMed Pharmacy. To the fullest extent allowed by law, PrimeMed Pharmacy shall, during the term

of this Agreement, indemnify and hold the Organization and its employees, agents, directors, officers and affiliated corporations and their respective officers, directors and employees harmless from all legal liability, injury or damage, including reasonable attorney's fees, costs and expenses for injuries, public liabilities, and property damage arising out of the negligent acts of PrimeMed Pharmacy in connection with the Program; provided however, that PrimeMed Pharmacy will not indemnify or hold the Organization harmless for any claims or damages arising from the negligence or willful misconduct of the Organization or any Participant or resulting from the failure of the Organization or any Participant to adhere to the Program and all applicable guidelines described in Paragraph 1 above. This indemnification provision shall survive the termination of this Agreement for acts that arose while this Agreement was in effect.

8.3 Negligence. Each party shall be responsible for its own wrongful or negligent acts or omissions or those of its officers, agents, or employees to the full extent allowed by law.

9. CONFIDENTIALITY

9.1 Definition. Each party may be given access to the other party's confidential and proprietary information. "Confidential Information" shall mean material or information proprietary to either party or designated as Confidential Information by such party and not generally known by third parties. Confidential Information includes, but is not limited to, the following types of information and other information of a similar nature (whether or not reduced to writing): the existence and terms of this Agreement; Protected Health Information (as defined below), patient, customer, employee and student records, including names, addresses, telephone numbers, and other information related to patients, customers, employees, and students; marketing techniques and materials; marketing and development plans and procedures; financial information; proprietary PrimeMed Pharmacy information; and proprietary Program design elements.

9.2 Duty to Protect. Each party will protect the other party's Confidential Information and will not disclose Confidential Information other than as permitted or required by the Agreement or as required by law. Any disclosures shall be to persons only as needs to be known with such persons being apprised of the confidentiality obligations and willing to comply with the terms of this Agreement.

9.3 Exclusions. Confidential Information will not include information which: (a) is or becomes available to the general public through no fault of the party receiving the Confidential Information (the "Recipient"); (b) is independently developed by the Recipient as evidenced by Recipient's own records; (c) is rightfully received by the Recipient from a third party without a duty of confidentiality; or (d) is required to be disclosed by court order or as required by law. Before disclosing any Confidential Information under a court order or as required by law, the Recipient shall provide the other party (the "Injured Party") reasonable notice and the opportunity to object to or limit such disclosure. In addition to any other rights or remedies available to it at law, in equity, or pursuant to this Agreement (including without limitation the right to terminate the Agreement), the Injured Party shall be entitled to injunctive relief to enforce the terms of this Agreement because the Injured Party may suffer irreparable harm in the event that the Recipient fails to comply with the terms of this Agreement and monetary damages may be inadequate to compensate for such breach.

9.4 HIPAA Compliance. Without limiting the foregoing, the Organization shall take all steps reasonably necessary to maintain strict compliance with the requirements of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320(d)

et seq. and regulations promulgated thereunder ("HIPAA"). The Program may involve the Participant's exposure to Protected Health Information, which shall mean any information created or received by PrimeMed Pharmacy, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual, and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual. The Organization acknowledges and agrees that all patient records of PrimeMed Pharmacy shall be and remain the property of and in the custody of PrimeMed Pharmacy, and instruct Participants to comply with PrimeMed Pharmacy's policies, restrictions, and requirements to protect the confidentiality of patient records and Protected Health Information. The Participants, the Organization, and its faculty and students will not retain or maintain any Protected Health Information outside of the Location during the Term, and may not retain or have access to Protected Health Information or any patient record of any PrimeMed Pharmacy patient under this Agreement after participation in the Program.

9.5 Survival. The rights and obligations of this Article shall survive the expiration or sooner termination of this Agreement.

10. PROGRAM PRACTICES

10.1 Recordkeeping. Each party's respective educational, employment, healthcare and record keeping practices shall conform to all federal, state and local statutes, ordinances, and rules and regulations. The Organization agrees that it shall accept Participants for placement without regard to race, sex, creed, religion, color, national origin, age, marital status, height, weight, veteran status, disabilities, or other such factors as set forth in accordance with federal, state, and local laws and ordinances. PrimeMed Pharmacy will accept Participants into the Program without regard to race, sex, creed, religion, color, national origin, age, marital status, height, weight, veteran status, disabilities, or other such factors as set forth in accordance with federal, state, and local laws and ordinances. Upon reasonable request, each party shall provide the other with any information or certificates which may be required to prove compliance with such statutes, ordinances, and rules and regulations or for licensure, accreditation, and quality assurance purposes.

10.2 Termination of Participants. PrimeMed Pharmacy shall have the right to terminate, at any time, with or without notice, and in its sole discretion, the training of any Participant whose conduct is unsatisfactory or whose characteristics and activities are detrimental to PrimeMed Pharmacy's business or PrimeMed Pharmacy's responsibility to provide quality health care. Termination of a Participant must be followed with a written communication to the Coordinator, including a statement of facts describing the Participant's unacceptable conduct that resulted in such termination.

10.3 No Guaranteed Offer. PrimeMed Pharmacy does not guarantee an offer of employment to any Participant in connection with the Program.

10.4 No Compensation. The parties understand and agree that neither party, nor any Participant, will be entitled to compensation hereunder for its participation in the Program. No Participant will be considered an employee of either the Organization or PrimeMed Pharmacy as a result of participation in the Program, and neither the Organization nor PrimeMed Pharmacy will be responsible for Worker's Compensation coverage with respect to any Participant.

11. MISCELLANEOUS

11.1 Force Majeure. Neither party shall be responsible for any failure to perform or delay in performing any of its obligations under this Agreement where and to the extent that such failure or delay results from causes outside the reasonable control of the party. Such causes shall include, without limitation, Acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, freight embargoes, civil commotion, or the like. Notwithstanding the above, strikes and labor disputes shall not constitute an excusable delay for either party under this Agreement. The Agreement may be terminated without penalty by the party whose performance has not been affected if non-performance continues for more than thirty (30) days.

11.2 Headings, Counterparts. Headings used in this Agreement are for reference purposes only and shall not be used to modify the meaning of the terms and conditions of this Agreement. This Agreement may be executed in two or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

11.3 Severability. If any provision contained in this Agreement is held invalid, illegal, or unenforceable, then this Agreement will be construed as if such provision had never been contained herein.

11.4 Compliance with Laws. The parties will comply with all applicable laws, ordinances, rules, and regulations governing their respective duties or responsibilities under this Agreement.

11.5 Independent Contractor. The parties hereto are independent contractors and have no authority to act for the other party except as expressly provided in this Agreement. Nothing herein shall be deemed to create any association, partnership, joint venture or agency relationship between the Organization and PrimeMed Pharmacy. This Agreement shall not be construed under any circumstance to confer any rights or privileges on any third parties, and neither PrimeMed Pharmacy nor the Organization shall be under any obligation to any third party by reason of this Agreement or any term thereof.

11.6 Publicity. Neither party will use the name(s), trademark(s) or trade name(s), whether registered or not, of the other party in publicity or press releases or advertising or in any manner, including customer lists, without that party's prior written consent. Consent of PrimeMed Pharmacy shall not be valid unless obtained from PrimeMed Pharmacy management Communications.

11.7 Conduct. At all times while present at a Location, the Organization and its employees and students (including the Participants) will comply with all applicable PrimeMed Pharmacy policies including without limitation: (i) no smoking; (ii) drug-free environment; (iii) dress code; (iv) non-harassment; (v) all safety and security policies (including a prohibition against weapons), (vi) computer security and use policies; (vii) HIPAA compliance; and (viii) code of conduct.

11.8 Non-Assignment. Neither party may assign or subcontract its duties or responsibilities under this Agreement without the prior written approval of the other party.

11.9 Non-Waiver. No waiver of any breach of any provision of this Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of such provision or any other provisions hereof and no waiver shall be effective unless made in writing.

11.10 Notices. All notices under this Agreement (excluding routine communications) shall be emailed and/or mailed, to:

PrimeMed Pharmacy 839 W. Glenoaks Blvd Burbank, CA 91202 Attn: Narek Aramaisian, Pharmacy Manager PrimeMedRX@gmail.com	Burbank Adult School, Burbank Unified School District 3811 W Allan Ave Burbank, CA 91505 Attn: Administration

Notices shall be deemed given upon receipt or refusal to accept delivery.

11.11 Entire Agreement. This Agreement, together with all exhibits attached hereto, represents the entire agreement and understanding between the parties with respect to the subject matter hereof, and supersedes any other agreement or understanding, written or oral, that the parties hereto may have had with respect thereto. No statements, representations, promises or inducements with respect to the subject matter by either party or by any agent or representative of either party which is not contained in this Agreement shall be valid or binding between the parties. No provision of this Agreement may be modified, waived or amended except by a written instrument duly executed by authorized representatives of each of the parties hereto. Any such modifications, waivers or amendments shall not require additional consideration to be effective.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed to be effective as of the date first above written and do each hereby warrant and represent that its respective signatory who has signed this Agreement below is on the date of this Agreement duly authorized by all necessary and appropriate corporate action to execute this Agreement.

PrimeMed Pharmacy	**Burbank Unified School District, BAS**
Signature _____	Signature _____
Name _____	Name _____
Title _____	Title _____
Date _____	Date _____
Email _____	Email _____

EXHIBIT A

[List of schools, colleges, campuses, locations, and divisions of Organization covered under the Agreement for participants from the Organization. Each should be listed with applicable details for name, address, primary contact with contact information, and such other relevant details for Program.]

- Burbank Adult School

  3811 W Allan Avenue

  Burbank, CA 91505

  Attention: Externship Coordinator

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	November 6, 2025
SUBJECT:	Approval of Amended Contract with High Trails Outdoor Science School for Disney Elementary School

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Background:
For more than twenty years, Outdoor Science School (OSS) has been an integral component of the educational experience at many Burbank Unified School District elementary schools. With parent chaperones, teachers, and classmates, students leave their traditional classrooms for a few days and experience a different type of education, one taught by the likes of rangers, naturists, and ecologists. Typically taking place during the fall and winter months, OSS has become somewhat of a rite of passage for fifth graders. Current plans are for the residential camp experience; however, should health conditions change, the contract could be canceled. The contract would be rewritten to accommodate a virtual science week.

According to High Trails Outdoor Science School, Los Angeles County Outdoor Science School, Pali Institute, Emerald Cove Outdoor Science Institute, and American Outdoor Education (formerly known as Thousand Pines Outdoor Educators), the OSS curriculum is focused on the study of ecosystems. Students learn about different types of ecosystems, the parts of an ecosystem, how those parts function together, how humans interact with ecosystems, and science processes and practices. The curriculum is correlated to the California Next Generation Science Standards. At OSS, students can learn by experiencing and observing the natural environments that surround our schools and community.

All of this happens far away from Burbank, in the high elevations of the Angeles National Forest near Big Bear, Running Springs, San Gabriel Mountains, and Crestline, California.

District-Wide Goals for 2022-2023:
1. Students will be career/college ready via high-quality instruction
2. Students will be physically, emotionally, and mentally healthy

Discussion/Issues:
Disney Elementary School was approved to attend Outdoor Science School with High Trails. The original estimate for High Trails Outdoor Science School was 40 students, but enrollment has increased to 59 students. As a result, the contract amount has risen from $8,800 to $12,980.

This contract is not to exceed the following amounts for the following Elementary School:

- Disney Elementary ~~$8,800~~ $12,980. (High Trails)

This cost does not include transportation.

Several principals have commented that due to the American Civil Liberties Union's (ACLU) recent lawsuit regarding fees vs. donations, it has become much more difficult for their sites to fund this program, as it has been challenging for parent groups and principals to make up the loss of funds that sites can raise. The District cannot charge individual students for this educational experience. Hence, the cost of OSS is dependent on parent donations and fundraising.

Fiscal Impact:
No direct fiscal impact.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the amended contract with High Trails Outdoor Science School, effective July 1, 2025, through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

High Trails
Understanding how we can all fit together on one healthy planet
POST OFFICE BOX 2640
BIG BEAR CITY, CA 92314
TELEPHONE/FAX: 800 428-1851
WWW.HIGHTRAILS.COM

Outdoor Science School Contract

School:	Walt Disney Elementary	**Address:**	1220 Orange Grove Ave
District:	Burbank USD	**City, State, Zip:**	Burbank, CA 91506
Number of Students:	~~40~~ 59	**Phone:**	818-729-0100
Dates:	10/27-10/29/25	**Email:**	brookeschwartz@burbankusd.org
Price per Student:	$220	**Contact Person:**	Brooke Schwartz
Contract Due Date:	**May 30, 2025**	**Deposit Status:**	deposit on file, $0 due

1. This contract is due at High Trails by the above due date or High Trails reserves the right to fill the contracted date with another school. School agrees to maintain a deposit of $500.00 on account with High Trails. This deposit is refundable upon written notice of cancellation to High Trails no less than 120 days prior to the scheduled arrival date. Cancellations after that date will result in the loss of deposit. Cancellations within 90 days of scheduled arrival will result in full contracted amount due.
2. High Trails reserves the right to cancel any contract for any reason including but not limited to: insufficient number of students in attendance, non-return of contract or other paperwork, or past or present difficulty working with school, students, teachers or district officials.
3. School acknowledges and agrees that any fees incurred are due and payable upon arrival at High Trails unless previous arrangements have been approved. Should payment not be rendered in full during a school's stay at program, High Trails reserves the right to eliminate all offered scholarships. Students arriving late or leaving program early for any reason will not be refunded any part of the tuition fee.
4. High Trails has a minimum attendance requirement that is 90% of the contracted number of students. Should school not meet this minimum number, High Trails will not offer any student scholarships and school will be charged a $500 fee. High Trails reserves the right to cancel this contract if school cannot meet the minimum number of students.
5. School acknowledges that it is solely responsible for providing transportation of its students and teachers to and from High Trails throughout the program week. School shall provide at least one certified employee who will remain at High Trails throughout the entire contract period. School and District shall retain responsibility for its students from time of departure from the home school to time of return to the home school.
6. High Trails follows direction from local, county, state, and federal government agencies in respect to emergency situations including earthquakes, forest fires, terrorism events, and health crises. Should School be directed by any of the above agencies to not attend High Trails due to an emergency situation, this direction removes the financial obligation by the school to pay for services under the terms of this contract.
7. High Trails follows direction from Caltrans regarding access to facilities on state highways. If access to High Trails facility is not possible due to a Caltrans closure, this direction removes the financial obligation by the school to pay for services under the terms of this contract. If access is open and school chooses not to attend High Trails due to perceived risk of road conditions, school will still be liable for full contracted amount. School acknowledges that chains may be required for traction control on their busses for transportation to High Trails. If school is forced to adjust arrival or departure dates of program due to emergency situations or road closures, financial amount due shall be adjusted.
8. Schools, teachers, district officials and other personnel associated with the School or District agree to read and abide by all Rules and Regulations of High Trails. These rules are disclosed in full in the Schools and Parents section of our website. Schools agree to make available all pertinent rules and regulations to students and parents. Schools also agree to hold students and parents accountable to these policies.
9. Upon arrival at program, school shall provide High Trails with a completed and signed Health/Consent Form and Medication Form (if medication is needed) for each student in attendance. School acknowledges that High Trails cannot accept any medication for students with paperwork not filled out properly. Upon arrival school shall provide High Trails an updated list of all students in attendance.
10. High Trails maintains a commercial liability insurance policy; copies are available upon request.
11. School and District shall defend, indemnify, and hold High Trails, its officers, agents and employees harmless from any and all claims for damages and injuries resulting from the acts or omissions of school, its district, officers, agents, employees and students with respect to the outdoor education program. High Trails shall defend, indemnity and hold School, District and their officers, agents, employees and students harmless from any and all claims for damages and injuries resulting from the acts or omissions of High Trails and its officer s, agents, and employees with respect to the outdoor education program.
12. Subject to any restrictions on assignment contained in this agreement, the agreement shall be binding upon and inure to the benefit of the parties hereto and their respective representatives, successors, and assigns. No written changes are permitted on this contract.

SCHOOL DISTRICT	HIGH TRAILS
Authorized Signature:	**Authorized Signature:** Leslie Urban
Printed Name:	**Printed Name:** Leslie Urban
Title: **Date:**	**Title:** Director of Operations, High Trails **Date:** 5/5/26

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Robyn Anders, Director of Instructional Technology & Accountability
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	November 6, 2025
SUBJECT:	Approval of Amended Agreement with Amplify

Background:

The Board of Education is being asked to approve the licensing agreement with Amplify, an assessment vendor that supports educators in collecting assessment data to meet the diverse learning needs of students. This vendor will provide an early literacy screener assessment as required by recent legislation Senate Bill 114 (SB 114), signed into law by Governor Gavin Newsom on July 10, 2023. For the 25-26 school year the vendor is only charging for professional development services as they have an agreement with the California Department of Education to provide the assessment at no cost to local school districts. Additionally, a trailer bill is anticipated that will provide funding for licenses on an ongoing basis.

Discussion/Issues:

An agreement with Amplify was approved on August 11, 2025, however, due to an increase in taxes, the agreement cost increased by $40.44.

Assessment Programs will provide students, staff, and families with performance data to make data-driven decisions regarding interventions for individual, small-group, and whole-group instructional practices. Data will be used to guide professional learning community work in course-alike cohorts as well as grade-level cohorts. Local data is essential in meeting the local indicators on the CA Dashboard. These local assessments will help measure the successful implementation of California State Standards.

Fiscal Impact:

Not to exceed ~~$54,362.48~~ $54,402.92 for one year.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the amended agreement with Amplify for a total not to exceed ~~$54,362.48~~ $54,402.92 (01.0-00000.0-11121-11100-5840-7420000), August 8, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Amplify.

55 Washington Street, Suite 800, Brooklyn, NY 11201-1071
T: 212-213-8177 (Option 5, then 3 - 1) F: 347-662-2402

Please remit your payment to:

****We assess a 2.5% surcharge for credit and debit card payments. This surcharge is nonrefundable.****

Amplify Education, Inc
P.O. Box 392294
Pittsburgh, PA 15251-9294

For Period: 7/1/2025 - 6/30/2026

Bill To:
BURBANK UNIFIED SCHOOL DIST
1900 W. Olive Ave.
Burbank CA 91506
United States

PO NUMBER:	26000905
BILL NUMBER:	**INV-406193**
CONTRACT:	PQ 250626-447951
BILL DATE:	9/8/2025
SUBTOTAL:	**$53,554.08**
SALES TAX:	**$848.84**
TOTAL:	**$54,402.92**
AMOUNT DUE:	**$54,402.92**
DATE DUE:	10/8/2025

Contracted Customer:
BURBANK UNIFIED SCHOOL DIST
1900 W OLIVE AVE
BURBANK CA 91506
United States

CUSTOMER ID	NAME	CURRENCY	TERMS	INVOICE NUMBER
9763	Burbank Unified School Dist	USD	Net 30	INV-406193

PRODUCT	SERVICE/DESCRIPTION	SEQ #	QTY	PRICE	TOTAL PRICE
9781640890008-NI	mCLASS DIBELS 8th Edition Kit - Kindergarten	1	48	$47.00	$2,256.00
9781640890015-NI	mCLASS DIBELS 8th Edition Kit - Grade 1	2	55	$47.00	$2,585.00
9781640890022-NI	mCLASS DIBELS 8th Edition Kit - Grade 2	3	58	$47.00	$2,726.00
9781956859003-NI	mCLASS GK Lectura Kit	4	4	$47.00	$188.00
9781956859010-NI	mCLASS G1 Lectura Kit	5	4	$47.00	$188.00
9781956859027-NI	mCLASS G2 Lectura Kit	6	3	$47.00	$141.00
9798897804696	mCLASS DIBELS 8th Edition (component)	7	2395	$0.00	$0.00
9798897804702	mCLASS®: Now What?® Tools Annual Student Subscription	8	2395	$0.00	$0.00
MC00164	mCLASS® Platform Annual Student Subscription	9	2395	$0.00	$0.00
MC00248	CPQ mCLASS Additional Assessment Measures	10	2395	$0.00	$0.00
MC00342	mCLASS Lectura Annual Student License add-on for existing mCLASS customers	11	230	$0.00	$0.00
mCLASSMasterBundleSH	Amplify Standard Shipping and Handling mCLASS Physical Items	12	1	$970.08	$970.08
PT00403	mCLASS DIBELS 8th Ed Adm. & Instr. Essentials for Teachers (1 Day Onsite)	13	4	$3,200.00	$12,800.00
PT00414	mCLASS DIBELS 8th Ed Coaching Session (1 Day Onsite)	14	4	$3,200.00	$12,800.00

Invoice Payment Options: Ordering Support

Amplify.

55 Washington Street, Suite 800, Brooklyn, NY 11201-1071
T: 212-213-8177 (Option 5, then 3 - 1) F: 347-662-2402

Please remit your payment to:

Amplify Education, Inc
P.O. Box 392294
Pittsburgh, PA 15251-9294

****We assess a 2.5% surcharge for credit and debit card payments. This surcharge is nonrefundable.****

For Period: 7/1/2025 - 6/30/2026

PRODUCT	SERVICE/DESCRIPTION	SEQ #	QTY	PRICE	TOTAL PRICE
PT01319	mCLASS DIBELS 8th Ed Strengthen Training (1/2 Day Onsite)	15	4	$2,500.00	$10,000.00
PT02079	mCLASS DIBELS 8th Ed + Lectura Adm. & Instr. Ess. for Teachers (1 Day Onsite)	16	1	$3,200.00	$3,200.00
PT02083	mCLASS DIBELS 8th Ed + Lectura Strengthen Training (1/2 Day Onsite)	17	1	$2,500.00	$2,500.00
PT02088	mCLASS DIBELS 8th Ed + Lectura Coaching Session (1 Day Onsite)	18	1	$3,200.00	$3,200.00

Subtotal	$53,554.08
Discount	
Tax Total (%)	$848.84
Total	**$54,402.92**

Invoice Payment Options: Ordering Support

Burbank Unified School District
Educational Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	November 6, 2025
SUBJECT:	First Reading of Proposed Revisions to Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records

Background:

District Records Policy and Administrative Regulation on district records outlines how the school district manages, stores, accesses, and protects its official records. This includes student records, personnel files, financial documents, meeting minutes, and other administrative records. The policy ensures compliance with state and federal laws, such as FERPA, and establishes guidelines for record retention, confidentiality, public access, and proper disposal of records when no longer needed. Its purpose is to promote transparency, accountability, and efficient recordkeeping across the district.

Student Records Board Policy and Administrative Regulation on student records defines how the district collects, maintains, uses, and protects information related to students. It ensures compliance with privacy laws such as the Family Educational Rights and Privacy Act (FERPA), outlines parents' and eligible students' rights to access and request corrections to records, and sets limits on who can view or share student information. The policy also covers how long records are kept and procedures for securely storing and disposing of them. Its goal is to safeguard student privacy while supporting educational needs.

Discussion/Issues:

The purpose of this Board Policy and Administrative Regulation for both policies and administrative regulations is to set parameters and procedures in carrying out the creation, retention, and possible release of district and student records. Changes to the policies and administrative regulations are made from the edits made by the California School Board Association. Bolded language indicates new or added language. Crossed out language indicates old, deleted language. The policies and administrative regulation have been reviewed by multiple departments impacted by the changes.

Fiscal Impact:

None

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Board's first reading of the proposed revision to Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records, as presented.

Policy 3580: District Records

Status: ADOPTED

Original Adopted Date: 02/16/2017 | Last Reviewed Date: 02/16/2017

The Board of Education recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss **which may be caused by cybersecurity breaches.**

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold **or California Public Records Act request** established on the advice of legal counsel. **Additionally, the Superintendent or designee shall ensure that employees receive information and training about cybersecurity, including ways to protect district records from breaches to the district's digital infrastructure**.

If the district discovers or is notified that a breach of security of district records **has resulted in the release of personal information, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person, if that information was either unencrypted or encrypted under the circumstances specified in Civil Code 1798.29**. ~~containing unencrypted personal information has occurred, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person.~~ Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code 1798.29)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. (Civil Code 1798.29)

If the district experiences a cyberattack that impacts more than 500 students or personnel, the Superintendent or designee shall report the cyberattack to the California Cybersecurity Integration Center. (Education Code 35266)

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program.

Regulation 3580: District Records Status: ADOPTED

Original Adopted Date: 02/01/2018 | Last Reviewed Date: 02/01/2018

Classification of Records

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

Class 1 - Permanent Records

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

1. Annual Reports
    a. Official budget
    b. Financial reports of all funds, including cafeteria and student body funds
    c. Audit of all funds
    d. Average daily attendance, including Period 1 and Period 2 reports
    e. Other major annual reports, including:
        i. Those containing information relating to property, activities, financial condition, or transactions
        ii. Those declared by Board of Education minutes to be permanent
2. Official Actions
    a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
    b. The call for and the result of any elections called, conducted, or canvassed by the Board
    c. Records transmitted by another agency pertaining to its action with respect to district reorganization
3. Personnel Records

    Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to

whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may then be classified as Class 3 (Disposable) records.

Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

4. Student Records

   The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. These include any related policy of liability insurance, except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has expired.

5. Property Records

   Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as a Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, amount paid, and comparable data if the unit is disposed of.

Class 2 - Optional Records

Any records considered temporarily worth keeping, but which are not Class 1 records, may be classified as Class 2 (Optional) records and shall be retained until reclassified as Class 3 (Disposable) records. If, by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records pending further review and classification within one year. (5 CCR 16024)

Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) records shall be classified as Class 3 (Disposable) records. These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

Electronically Stored Information

All electronically stored information related to the conduct of district business, including information created, saved, sent, or received on a district employee's or Board member's personal account or device, shall be saved as an electronic file to a district-provided account or device and retained in accordance with the section "Classification of Records" above. Such information includes, but is not limited to, email, text messages, instant messages, computer files, and other electronic communications related to district business. In addition, when appropriate, the information may be printed and physically filed in a way that allows it to be easily retrieved when needed.

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

Any person to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training

on the effective use of the device.

Retention of Electronic Records

Email accounts are not intended for permanent storage of District records. It is each employee's responsibility to save and/or file emails that the employee receives and wishes thereafter to access, or that are District records and required to be retained by law.

"District records" means all records, maps, books, papers, and documents prepared or retained as necessary or convenient to the discharge of official duty and includes any writing containing information related to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical characteristics and regardless of the location where the records are stored. Emails or other electronic records related to District business shall be: (1) saved to an electronic system other than the District email account, (2) electronically archived, or (3) printed on paper and filed as appropriate.

Student Cumulative Records

Refer to Board Policy and Administrative Regulation 5125 regarding Student Records.

Records Retention Schedule – Common School Records

Title/Description	Classification	Retention
Accounting & Disbursements • Imprest records including monthly reconciliations, receipts, and other supporting documentation	3	7 Years
Budget & Finance • Adjustments • Control Sheets • State or Federal Programs	3	7 Years
Environmental Health & Safety • Incident & Injury Prevention Plans (IIPP)	3	3 Years
• Injury and Illness Prevention Records o Safety Inspection Reports o Regulatory Citations o Corrective Action Notices o Safety Committee Meeting Minutes o Cal/OSHA Form 300 o Employee Injury/Accident Prevention Reports o Workers' Compensation Claim Reports o Employee Health and Safety Training Records	3	5 Years
Water Flush Logs	3	3 Years
Emergency Services • Emergency Drills o Emergency Drill and Fire Alarm Test Log o Drill Instructions to Staff	3	3 Years

○ Emergency Drill Data Worksheet ○ Drill Certificates		
Food Services • Cafeteria Invoices • Certifications	3	4 Years
Payroll Records • Time cards • Substitute Vouchers • Vacation requests • Approved time off	3	7 Years
Personnel Files – Current and Past Employees (Original personnel records in Personnel File.) **Files may include:** • Hiring/Selection records • Performance Evaluations • Disciplinary Action • Leave of Absence Requests • Training records including certificates of completion and time-off sheets • Copies of licenses or professional certifications • Schedules/Work calendars	1	PERM
Procurement – Procurement records are maintained in Business/Fiscal Services. Any procurement records acquired by the school such as vendor quotes or proposals.	3	7 Years
Student Body Funds • Quarterly reports • Ledgers	1	PERM
Student Records (Print and Digital) • Cumulative File/Permanent Pupil Record ○ School report cards ○ Health information card ○ Immunization card ○ Exemption from required immunization ○ Legal document to verify birth date ○ Transcripts from of school districts/states/countries ○ Document restrictions ○ Court documents ○ Disciplinary records ○ Standardized test results ○ Student Study Team (SST) records • 504 Records • Enrollment Record ○ Legal name of pupil ○ Date of birth ○ Method of verification of birth ○ Gender/Sex	1	PERM

○ Place of birth ○ Name and address of enrolling parent/guardian • Academic Record • Special Education Records ○ Individual Education Plans (IEPs) ○ Assessments ○ Meeting documentation ○ Progress Reports • DCFS/Other documents		

Policy 5125: Student Records Status: ADOPTED

Original Adopted Date: 06/27/2018 | Last Reviewed Date: 06/27/2018

The Board of Education recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records consistent with state and federal law.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

A student's parent/guardian or the student, if 18 years of age or older, who is enrolled for less than 60 days, may request the deletion of records containing personally identifiable information that is not subject to the California Consumer Privacy Act and is under the control of the school district. (Business and Professions Code 22584)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information.

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena. If a district employee receives such a request, he/she shall immediately report the request to the Superintendent. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)

The Superintendent or designee shall develop protocols to comply with a court's restraining order that prohibits a party from accessing specified records and information pertaining to a student. (Family Code 6323.5)

Student Records from Social Media

The Superintendent or designee may gather and maintain information **from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information** directly pertaining to school safety or student safety from the social media of any district student. (Education Code 49073.6)

Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee shall ensure the confidentiality of student records as required by law and shall establish processes and procedures to safeguard data against damage, loss, or theft, including damage, loss, or theft, which may be caused by the use of technology, including artificial intelligence and breaches to the district's digital infrastructure, in the retention or disclosure of student records. Additionally, in accordance with Board Policy 5145.13 - Response to Immigration Enforcement, all district staff shall avoid the disclosure of information that may indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by law.

The Superintendent or designee shall ensure that employees receive information and training about cybersecurity, including ways to protect student records from breaches to the district's digital infrastructure.

If the district experiences a cyberattack that impacts more than 500 students or personnel, the Superintendent or designee shall report the cyberattack to the California Cybersecurity Integration Center. (Education Code 35266)

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third-party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

Regulation 5125: Student Records Status: ADOPTED

Original Adopted Date: 06/27/2018 | Last Revised Date: 03/17/2022 | Last Reviewed Date: 03/17/2022

Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a

reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty

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

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

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

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

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

1. Directory information

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

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

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

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

Persons Granted Absolute Access

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

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069.7; Family Code 3025)

   However, the district shall not disclose student records to a party, including a parent/guardian, who is legally prohibited from accessing records and information of a student pursuant to a restraining order. (Family Code 6323.5)

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

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

Access for Limited Purpose/Legitimate Educational Interest

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

1. Parents/guardians of a student 18 years of age or older who is a dependent child as defined in 26 USC 152 (Education Code 49076; 34 CFR 99.31)

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

3. School officials and employees, consistent with the definition provided in the section "Definitions" above

(Education Code 49076; 34 CFR 99.31)

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

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

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

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

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

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

7. **The California College Guidance Initiative (CCGI) in accordance with a data sharing agreement pursuant to Education Code 60900, to provide data for use when planning for and applying to California public colleges and universities (Education Code 60900, 60900.5)**

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

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

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

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

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

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

13. Any probation officer, district attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or

involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons,

agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49061, 49075)

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

Discretionary Access

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

De-identification of Records

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

Process for Providing Access to Records

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

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

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

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

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

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

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

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

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

Access Log

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

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the

reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

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

The log shall include requests for access to records by:

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest
6. Law enforcement personnel seeking to enforce immigration laws

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

Duplication of Student Records

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

Changes to Student Records

Only a parent/guardian having legal custody of a student or a student who is 18 years of age or is attending an institution of postsecondary education may challenge the content of a record or offer a written response to a record. (Education Code 49061)

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

Any request to change a student's legal name in the student's mandatory permanent student record shall be accompanied with appropriate documentation.

Any challenge to the content of a student's record shall be filed in accordance with the process specified in AR 5125.3 - Challenging Student Records. (Education Code 49070)

Retention and Destruction of Student Records

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

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

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student
    a. Address of minor student if different from the above
    b. Annual verification of parent/guardian's name and address and student's residence

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

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

7. Verification of or exemption from required immunizations

8. Date of high school graduation or equivalent

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

1. Expulsion orders and the causes therefor

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

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

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

5. Language training records

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

7. Parental restrictions/stipulations regarding access to directory information

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

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

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

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

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

1. Objective counselor and/or teacher ratings

2. Standardized test results older than three years

3. Routine disciplinary data

4. Verified reports of relevant behavioral patterns

5. All disciplinary notices

6. Supplementary attendance records

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

Transfer of Student Records

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

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

When a student transfers from this district to another school district or to a private school, the Superintendent or

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

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

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

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

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

Notification of Parents/Guardians

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

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

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. Any other rights and requirements set forth in Education Code 49060-49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

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

Student Records from Social Media

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

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

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

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

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

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

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

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

Updating Name and/or Gender of Former Students

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

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

1. The date of the request

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

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

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

5. The name of the employee who completed the request

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

Any former student who submits a request to change the legal name and/or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and AR 5125.3 - Challenging Student Records. (Education Code 49062.5)

Burbank Unified School District
Educational Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	November 6, 2025
SUBJECT:	First Reading of Proposed Revisions to Administrative Regulation 4119.12 Title IX Sexual Harassment Complaint Procedures

Background:

In accordance with federal Title IX regulations and California Education Code, the school district has established formal procedures for addressing complaints of sexual harassment involving students and employees. The administrative regulation defines sexual harassment under Title IX as conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education programs or activities. The procedures apply to complaints that occur within the district's education program or activity and within the United States.

The complaint process begins with a formal report to the Title IX Coordinator, who is responsible for promptly responding and offering supportive measures to both the complainant and respondent. The Coordinator must assess whether the complaint meets the Title IX criteria; if so, a formal grievance process is initiated, which includes written notice to both parties, an objective investigation, the opportunity to present evidence and witnesses, and a written determination of responsibility. If the allegations do not meet Title IX standards, they may be addressed under other applicable district policies, such as those under the Uniform Complaint Procedures.

Following the investigation, both parties have the right to appeal the decision on specific grounds such as procedural irregularity or newly discovered evidence. The district must maintain confidentiality to the extent permitted by law and ensure that all proceedings are conducted in a fair, impartial, and timely manner. The administrative regulation ensures compliance with federal mandates while reinforcing the district’s commitment to maintaining a safe and equitable learning and working environment.

Discussion/Issues:

The purpose of this Administrative Regulation is to set parameters and procedures for investigating allegations of sexual harassment and sexual misconduct. Protections are provided to the complainant and the respondent. Changes to the policies and administrative regulations are made from the edits made by the California School Board Association. Bolded language indicates new or added language. Crossed out language indicates old, deleted language. The policies and administrative regulation have been reviewed by multiple departments impacted by the changes.

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Board's first reading of the proposed revision to Administrative Regulation 4119.12 Title IX Sexual Harassment Complaint Procedures, as presented.

Regulation 4119.12: Title IX Sexual Harassment Complaint Procedures Status: ADOPTED

Original Adopted Date: 02/04/2021 | Last Revised Date: 05/06/2021 | Last Reviewed Date: 05/06/2021

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a district employee, while in an education program or activity in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on a person's participation in unwelcome sexual conduct

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity

3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

For a complaint governed by Title IX based on conduct that occurred, in whole or in part, between August 1, 2024 and January 9, 2025, or prior to August 14, 2020, the Title IX Coordinator shall consult with district legal counsel to determine which procedures to use.

All other sexual harassment complaints or allegations shall be investigated and resolved in accordance with AR 4030- Nondiscrimination in Employment. The determination of whether the allegations meet the definition of sexual harassment under Title IX shall be made by the district's Title IX Coordinator.

Because the complainant has a right to pursue a complaint under AR 4030 for any allegation that is dismissed or denied under the Title IX complaint procedure, the Title IX Coordinator shall ensure that all requirements and timelines for AR 4030 are concurrently met while implementing the Title IX procedure.

Basic Requirements

When implementing Title IX grievance procedures, the district shall: (34 CFR 106.45)

1. **Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following a grievance process in accordance with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures, as defined in 34 CFR 106.30, against a respondent**

   Remedies following a determination of responsibility for sexual harassment shall be designed to restore or preserve equal access to the district's education program or activity, and shall be provided in accordance with "Remedies," below.

2. **Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determination may not be based on a person's status as complainant, respondent, or witness**

3. **Ensure that the Title IX Coordinator, investigator, or decisionmaker, any person that facilitates an information resolution process, does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such individuals receive training in accordance with 34 CFR 106.45**

4. **Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process**

5. **Include reasonably prompt timeframes for the conclusion of the grievance procedures, including reasonably prompt timeframes for filing and resolving appeals, and informal resolution processes if appropriate and offered by the district**

   The district's procedures shall also include a process that allows for the temporary delay of the grievance procedures or the limited extension of timeframes for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

6. **Describe the range of, or list, the possible disciplinary sanctions and remedies that the district may implement following any determination of responsibility**

7. **State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard, and apply the same standard of evidence to formal complaints against students and employees and to all formal complaints of sexual harassment**

8. **Include the procedures and permissible bases for the complainant and respondent to appeal**

9. **Describe the range of supportive measures available to complainants and respondents**

10. **Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege**

    Additionally, the district shall not disclose the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act statute or regulations, as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising under Title IX. (34 CFR 106.30, 106.71)

Reporting Allegations/Filing a Formal Complaint

An employee who is the alleged victim of sexual harassment may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in AR 4119.11/4219.11/4319.11 - Sexual Harassment or to the employee's direct supervisor or other district administrator, who shall forward the report to the Title IX Coordinator within one day of receiving the report.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint.

A formal complaint, with the complainant's physical or digital signature, may be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

Even if the alleged victim chooses not to file a formal complaint, the Title IX Coordinator shall file a formal complaint in situations when a safety threat exists. In addition, the Title IX Coordinator may file a formal complaint in other situations as permitted under the Title IX regulations, including as part of the district's obligation to not be deliberately indifferent to known allegations of sexual harassment. In such cases, the Title IX Coordinator shall

provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

The Title IX Coordinator, investigator, decision-maker, or a facilitator of an informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Such persons shall receive training in accordance with 34 CFR 106.45. (34 CFR 106.45)

Supportive Measures

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures shall be non-disciplinary, nonpunitive, **and designed to restore or preserve equal access to the district's education program or activity** and not unreasonably burden the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines, modifications of work schedules, mutual restrictions on contact, changes in work locations, leaves of absence, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

Emergency Removal

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

If the respondent is a student, the district may, on an emergency basis, remove the student from the district's education program or activity, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

Any such removal may not constitute discipline for student record purposes or Board Policy 5144 - Discipline. This authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

Dismissal of Complaint

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30 ~~even if proved~~. The Title IX Coordinator shall also dismiss any complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States, and may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer **enrolled or** employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties, and shall inform them of their right to appeal the dismissal of a formal complaint or any allegation in the complaint in accordance with the appeal procedures described in the section "Appeals" below. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to AR 4030 - Nondiscrimination in Employment as applicable.

Informal Resolution Process

When a formal complaint of sexual harassment is filed, the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint**, including that the district shall not require such waiver as a condition of enrollment or employment or continuing employment.** (34 CFR 106.45)

As a part of an informal resolution, the parties may agree upon discipline such as suspension or expulsion without the need for an investigation.

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations, the requirements of the informal resolution process, **including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;** the right to withdraw from the informal process and resume the formal complaint process~~,~~ **at any time prior to agreeing to a resolution;** and any consequences resulting from participating in the informal resolution process, including that records will be maintained or could be shared.

2. Obtains the parties' voluntary, written consent to the informal resolution process

3. **Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student**

Written Notice

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process

2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known. Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview.

   If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process

4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence

5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

The above notice shall also include the name of the investigator, facilitator of an informal process, and decision-maker and shall inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

Consolidation of Complaints

When the allegations of sexual harassment arise out of the same facts or circumstances, the district may consolidate formal complaints alleging sexual harassment against more than one respondent; by more than one complainant against one or more respondents; or by one party against another party. (34 CFR 106.45)

Investigation Procedures

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence

2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence

3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their

choice, who may be, but is not required to be, an attorney

4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties

5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate

6. **Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint including evidence that the district does not intend to rely on in reaching a determination regarding responsibility and inculpatory and exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to conclusion of the investigation**

7. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report

8. Objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and determine credibility in a manner that is not based on a person's status as a complainant, respondent, or witness

9. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. (34 CFR 106.45)

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

Written Decision

The Superintendent shall designate an employee as the decision-maker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation of the matter. (34 CFR 106.45)

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decision-maker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party

The decision-maker shall issue, and simultaneously provide to both parties, a written decision as to whether the respondent is responsible for the alleged conduct. (34 CFR 106.45)

The written decision shall be issued within 60 calendar days of the receipt of the complaint.

The timeline may be temporarily extended for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decision-maker shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. **The same standard of evidence shall be used for formal complaints against students as for complaints against employees.** (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30

2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process

3. Findings of fact supporting the determination

4. Conclusions regarding the application of the district's code of conduct or policies to the facts

5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant

6. The district's procedures and permissible bases for the complainant and respondent to appeal

Appeals

Either party may appeal the district's decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decision-maker(s) affected the outcome. If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties

2. Ensure that the decision-maker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator

3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome

4. Issue a written decision describing the result of the appeal and the rationale for the result

5. Provide **the written decision simultaneously** to both parties

An appeal must be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

Remedies

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be non-disciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

Disciplinary Actions

The district shall not impose any disciplinary sanctions or other actions against a respondent, other than supportive measures as described above in the section "Supportive Measures," until the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44)

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

Record-Keeping

The Superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom.

2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances.

3. All materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process. The district shall make such training materials publicly available on its web site, or if the district does not maintain a web site, available upon request by members of the public.

For complaints containing allegations of childhood sexual assault, the Superintendent or designee shall also indefinitely maintain the following: (Code of Civil Procedure 340.1)

1. **A record of the allegation(s)**

2. **A record of the investigation procedures followed**

3. **A record of the written determination**

4. **A record of the corrective action implemented, if any**

5. **A record of any appeals and the outcome of the same**

6. **All training materials addressing the prohibition and investigation of childhood sexual assault**

   Additionally, the Superintendent or designee shall indefinitely maintain a record of insurance which evidences the district's coverage for acts of sexual assault.

Exhibit
Title IX Sexual Harassment Complaint Procedures

Descriptor Code: 4119.1

NOTICE OF TITLE IX SEXUAL HARASSMENT POLICY

The Code of Federal Regulations, Title 34, Section 106.8 requires the district to issue the following notification to employees, job applicants, and employee organizations:

The district does not discriminate on the basis of sex in any education program or activity that it operates. The prohibition against discrimination on the basis of sex is required by federal law (20 USC 1681-1688; 34 CFR Part 106) and extends to **admission and** employment. The district also prohibits retaliation against any employee for filing a complaint or exercising any right granted under Title IX.

Title IX requires a school district to take immediate ~~and appropriate~~ **equitable** action to address any potential Title IX violations that are brought to its attention. Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district has designated and authorized the following employee as the district's Title IX Coordinator, to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault~~, dating violence, domestic violence, and stalking~~:

Peter Knapik, Assistant Superintendent of Educational Services
(name and/or title/position)
1900 W Olive Avenue, Burbank, CA 91506
(address)
(818) 729-4482
(telephone number)
peterknapik@burbankusd.org
(*email address)*

Any individual may report sex discrimination, including sexual harassment, to the Title IX Coordinator or any other school employee at any time, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon receiving an allegation of sexual harassment, the Title IX Coordinator will promptly notify the parties, in writing, of the applicable district complaint procedure.

To view an electronic copy of the district's policies and administrative regulations on sexual harassment, including the grievance process that complies with 34 CFR 106.45, please see BP/AR 4119.ll/4219.11/4319.11 - Sexual Harassment and AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures on the district's web site at www.burbankusd.org

To inspect or obtain a copy of the district's sexual harassment policies and administrative regulations, please contact: ~~JohnParamo@burbankusd.org~~ **peterknapik@burbankusd.org** / **(818) 729-4482**

Materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process are also publicly available on the district's web site or at the district office upon request.

Burbank Unified School District
Educational Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	November 6, 2025
SUBJECT:	First Reading of Proposed Revisions to Board Policy and Administrative Regulation 1312.3 Uniform Complaint Procedures

Background:

The California Uniform Complaint Procedures (UCP) establish a standardized process for resolving complaints in public education programs operated by school districts, county offices of education, and charter schools. Required under Title 5 of the California Code of Regulations (§§ 4600 et seq.), the UCP ensures that all complaints involving violations of state or federal laws and regulations governing educational programs are handled consistently and fairly. It applies to programs receiving state or federal funding, and it guarantees that individuals—students, parents, employees, and community members—have a clear path to raise concerns and seek remedies.

The UCP covers a wide range of issues, including discrimination, harassment, intimidation, and bullying based on protected characteristics such as race, gender, or disability. It also addresses complaints about unlawful pupil fees, inadequate instructional materials, lack of instructional minutes, noncompliance with Local Control and Accountability Plans (LCAPs), and certain health and safety requirements in preschool programs. However, not all complaints fall under the UCP—matters like employment disputes or issues governed by other specific procedures (e.g., Title IX sexual harassment complaints) are handled through separate processes.

Under the UCP, a complaint must be submitted in writing to the local educational agency (LEA). For most program compliance issues, complaints must be filed within one year of the alleged violation; for discrimination or harassment claims, within six months of the incident or discovery. Once a complaint is filed, the LEA has 60 calendar days to investigate and issue a written decision, unless both parties agree to an extension. The decision must include findings, conclusions, required corrective actions (if any), and notice of the complainant's right to appeal to the California Department of Education (CDE). Appeals must be filed within 30 days of receiving the LEA's decision.

The UCP also protects complainants from retaliation and guarantees confidentiality to the extent possible. LEAs are required to publicize their UCP policies, provide assistance to those unable to write, and maintain complaint records for at least three years. Overall, the California Uniform Complaint Procedures

serve as a crucial accountability mechanism—ensuring that educational institutions comply with legal requirements, uphold equity, and provide safe, nondiscriminatory learning environments for all students.

Discussion/Issues:
The purpose of this Board Policy and Administrative Regulation is to set parameters and procedures for investigating allegations of discrimination, harassment, intimidation, and bullying based on protected characteristics. The uniform complaint procedures covers a wide spread of programs as described in the policy. Changes to the policies and administrative regulations are made from the edits made by the California School Board Association. Bolded language indicates new or added language. Crossed out language indicates old, deleted language. The policies and administrative regulation have been reviewed by multiple departments impacted by the changes.

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Board's first reading of the proposed revision to Board Policy and Administrative Regulation 1312.3 Uniform Complaint Procedures, as presented.

Policy 1312.3: Uniform Complaint Procedures Status: ADOPTED

Original Adopted Date: 06/06/2019 | Last Revised Date: 03/17/2022 | Last Reviewed Date: 03/17/2022

The Board of Education recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on **one, or a combination of two or more, protected characteristics, which include, but may not be limited to,** a person's actual or perceived ~~characteristics of~~ race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, **false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; family status,** parental status, ~~physical or mental~~ disability, medical condition, sex, sexual orientation, **sex stereotypes,** gender, gender identity, gender expression, or genetic information, ~~or~~ any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (**Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926;** 5 CCR 4610; **20 USC 1681-1688, 42 USC 2000d-2000d-7**)

    However, the UCP shall not be used to investigate and resolve employment discrimination complaints. (5 CCR 4611)

11. Educational and graduation requirements for students in foster care, ~~homeless~~ students **experiencing homelessness**, students from military families, and students formerly in a juvenile court school**, students who are migratory, and newcomer students** (Education Code 48645.7, **48850,** 48853, 48853.5, **48911, 48915.5,** 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code **12030;** 52059.5; 20 USC 6301 et seq.)
13. **Instructional Materials and Curriculum: Diversity (Education Code 243)**

    A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243, 244)
14. Local control and accountability plan (Education Code 52075)

15. Migrant education (Education Code 54440-54445)

16. Physical education instructional minutes (Education Code 51210, 51222, 51223)

17. Student fees (Education Code 49010-49013)

18. Reasonable accommodations to a lactating student (Education Code 222)

19. Regional occupational centers and programs (Education Code 52300-52334.7)

20. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)

~~21. School safety plans (Education Code 32280-32289)~~

22. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)

23. State preschool programs (Education Code **8200-8488, 33315** ~~8207-8225~~)

24. State preschool health and safety issues in license-exempt programs (Education Code 8212)

25. **School or athletic team names, mascots, or nicknames pursuant to Education Code 221.3**

26. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

27. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)

3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)

6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)

7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)

8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

Regulation 1312.3: Uniform Complaint Procedures Status: ADOPTED

Original Adopted Date: 06/06/2019 | Last Revised Date: 03/17/2022 | Last Reviewed Date: 03/17/2022

Except as may otherwise be specifically provided in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in the accompanying Board policy.

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

Peter Knapik, Assistant Superintendent of Educational Services ~~Instructional Services~~
1900 W. Olive Avenue, Burbank, CA 91506
(818) 729-4491
Peterknapik@burbankusd.org ~~JohnParamo@Burbankusd.org~~

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as

identified in the section "Complaints Subject to UCP" in the accompanying Board policy

2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate

3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred

4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct

5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, homeless students, children of military families, and former juvenile court school students now enrolled in the district, as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision

10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable

11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district and district school web sites and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5

CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. **(Education Code 49013)**

3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)

4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)

5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Investigation Report

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, as described in the section "Investigation Report" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, and bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant.

Investigation Report

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered

2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law

3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600

4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610

5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint~~, as long as the privacy of the parties is protected~~. In a complaint alleging unlawful discrimination, harassment, intimidation, and bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)

2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)

3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling

2. Academic support

3. Health services

4. Assignment of an escort to allow the victim to move safely about campus

5. Information regarding available resources and how to report similar incidents or retaliation

6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

7. Restorative justice

8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law

2. Parent/guardian conference

3. Education regarding the impact of the conduct on others

4. Positive behavior support

5. Referral to a student success team

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures.

2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.

3. The material findings of fact in the district's investigation report are not supported by substantial evidence.

4. The legal conclusion in the district's investigation report is inconsistent with the law.

5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint

2. A copy of the district's investigation report

3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator

4. A report of any action taken to resolve the complaint

5. A copy of the district's UCP

6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Health and Safety Complaints in License-Exempt Preschool Programs

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE web site. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all

CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

Note: Education Code 8212, as renumbered by AB 131 (Ch. 116, Statutes of 2021), requires that the following notice be posted in each classroom with a license-exempt California State Preschool Program (CSPP) (Education Code 8207-8225, as renumbered by AB 131). The notice must include the health and safety requirements that apply to such CSPP programs pursuant to Health and Safety Code 1596.7925, which may be the subject of a complaint under the uniform complaint procedures.

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8212, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

Note: Education Code 8212, as renumbered by AB 131, requires that the notice include the location to obtain a complaint form and provides that posting a notice downloadable from the California Department of Education's web site will satisfy this requirement. The law does not require that complaint forms be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school or district office, or downloaded from the school or district web site.

You may also download a copy of the California Department of Education complaint form when available from the following web site: http://www.cde.ca.gov/re/cp/uc. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

Exhibit (PDF) 1312.3-E PDF(2): Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 10/17/2019 | Last Revised Date: 03/17/2022 | Last Reviewed Date: 03/17/2022

See PDF on the next page.

~~Note: Pursuant to Education Code 8212, as renumbered by AB 131 (Ch. 116, Statutes of 2021), uniform complaint procedures are required to be used for complaints alleging that a license-exempt California State Preschool Program does not comply with any of the health and safety requirements specified in Health and Safety Code 1596.7925.~~

PRESCHOOL COMPLAINT FORM: UNIFORM COMPLAINT PROCEDURES

Education Code 8212 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ❑ Yes ❑ No

Contact information: (if response is requested)
Name: _____
Address: _____
Phone number: Day: _____ Evening: _____
E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:
School name/address: _____
Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

❑ The preschool does not have outdoor shade that is safe and in good repair.

❑ Drinking water is not accessible and/or readily available throughout the day.

❑ The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.

- ☐ Restroom facilities are not available only for preschoolers and kindergartners.
- ☐ The preschool program does not provide visual supervision of children at all times.
- ☐ Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.
- ☐ Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

_____
_____
_____
_____
_____
_____

~~Note: Education Code 8212, as renumbered by AB 131, requires complaints identified above to be filed with the preschool administrator or designee. Districts should specify the names and/or locations in the spaces below.~~

Please file this complaint at the following location:

Laura Flosi, Director of Child Care Programs
(preschool administrator or designee)
1900 Olive Avenue Burbank, CA 91606
(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

_____ _____
(Signature) (Date)

Burbank Unified School District
Educational Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	November 6, 2025
SUBJECT:	First Reading of Proposed Revisions to Board Policy and Administrative Regulation 5145.7 Sexual Harassment

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Background:

The district's Board Policy declares the commitment of the school board to maintain a safe, nondiscriminatory educational environment that is free from sexual harassment of any student by any person at school or at a school-sponsored or related activity. The policy also prohibits retaliation against anyone who complains of, participates in, or supports an allegation of sexual harassment. It states that prohibited conduct includes unwelcome sexual advances, requests for sexual favors, other verbal, physical or visual conduct of a sexual nature, whether by a student, employee or third-party. Moreover, the policy covers harassment targeted at any student because of sex, gender, gender identity or expression, sexual orientation, pregnancy and related conditions.

The accompanying Administrative Regulation typically defines key concepts such as a "hostile environment," "quid pro quo," and sexual violence (including sexual assault, dating violence, stalking) in a school context. For example, the regulation explains that sexual harassment may occur when an employee conditions a benefit on submission to unwelcome sexual conduct (quid pro quo), or when unwelcome sex-based conduct is sufficiently severe, pervasive or objectively offensive to interfere with a student's ability to participate in or benefit from education programs. The regulation also clarifies that conduct off-campus or online may fall under this policy if it has a continuing effect on the campus environment or a student's ability to participate in school activities.

Under the regulation, any student (or parent/guardian) who believes they are being or have been subjected to sexual harassment is encouraged to immediately contact a teacher, principal, Title IX coordinator or other school employee. The regulation also requires employees who receive a complaint, or who witness harassment, to report it promptly—often within one workday—to the designated Title IX coordinator or principal. Once the district has actual knowledge of alleged harassment, the regulation mandates a prompt and equitable investigation, measures to stop the harassment, to prevent its recurrence, and to remedy its effects. Interim measures (such as counseling, monitoring, changes in class assignment) may be taken to ensure the safety of a complainant during the investigation.

The policy and regulation require that all district employees receive periodic training about sexual harassment, their duties under the policy, the complaint procedures, and prevention strategies. The regulation also requires that the policy and regulation be posted in prominent locations, included in student and staff handbooks and orientation materials, and published in district communications and publications.

Discussion/Issues:
The purpose of this Board Policy and Administrative Regulation is to set parameters and procedures for investigating allegations of sexual harassment. Changes to the policies and administrative regulations are made from the edits made by the California School Board Association. Bolded language indicates new or added language. Crossed out language indicates old, deleted language. The policies and administrative regulation have been reviewed by multiple departments impacted by the changes.

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Board's first reading of the proposed revision to Board Policy and Administrative Regulation 5145.7 Sexual Harassment, as presented.

Policy 5145.7: Sexual Harassment Status: ADOPTED

Original Adopted Date: 10/19/2017 | Last Revised Date: 05/06/2021 | Last Reviewed Date: 05/06/2021

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to maintaining a **welcoming,** safe**, and supportive** school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment**, as defined in the accompanying administrative regulation** targeted at any student by anyone.

The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, **assists with,** or otherwise supports a complainant in alleging sexual harassment**, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1, 221.8; 34 CFR 106.71)**

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee.

Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator **within one workday**.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 - Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 - Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained **as specified in Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment. (Government Code 12950.1; 2 CCR 11023, 11024; 34 CFR 106.45)** ~~regarding the policy~~.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence

2. A clear message that students do not have to endure sexual harassment under any circumstance

3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students

6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of

sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

Disciplinary Actions

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

In accordance with law and district policies and regulations, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

Regulation 5145.7: Sexual Harassment Status: ADOPTED

Original Adopted Date: 10/19/2017 | Last Revised Date: 05/06/2021 | Last Reviewed Date: 05/06/2021

Definitions

Sexual harassment **is a form of sex discrimination and means sexual harassment and other harassment on the basis of one, or a combination of two or more protected characteristics, which include, but may not be limited to, sex; gender; gender identity; gender expression; sexual orientation; sex stereotypes; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status. (Education Code 200, 210.2, 220, 221.51, 230, 260; Government Code 11135; 20 USC 1681-1688)**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.

2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.

3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity

3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

Examples of Sexual Harassment

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions

3. Graphic verbal comments about an individual's body or overly personal conversation

4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature

5. Spreading sexual rumors

6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class

7. Massaging, grabbing, fondling, stroking, or brushing the body

8. Touching an individual's body or clothes in a sexual way

9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex

10. Displaying sexually suggestive objects

11. Sexual assault, sexual battery, or sexual coercion

12. Electronic communications containing comments, words, or images described above

Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee investigate, and/or resolve sexual harassment complaints processed under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Peter Knapik, Assistant Superintendent of Educational Services
(title or position)
1900 Olive Avenue Burbank, CA 91506
(address)
818-729-4482
(telephone number)
peterknapik@burbankusd.org
(emai)

Notifications

The Superintendent or designee shall notify students and parents/guardians that the district does not discriminate on the basis of sex as required by Title IX and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

The district shall notify students and parents/guardians of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)

3. Be summarized on a poster which shall be prominently and conspicuously displayed in each bathroom and locker room at each school. The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report a charge of sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)

4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students.

(Education Code 234.6; 34 CFR 106.8)

5. Be provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session (Education Code 231.5)

6. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

7. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to students or parents/guardians (34 CFR 106.8)

The Superintendent or designee shall also post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

Reporting Complaints

A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party **in a district program or activity** or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the principal or Title IX Coordinator. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

Complaint Procedures

All complaints and allegations of sexual harassment by and against students shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to BP/AR 1312.3 - Uniform Complaint Procedures.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

Burbank Unified School District
Board of Education

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	The President of the Board of Education
PREPARED BY:	Cindy Quiterio, Executive Assistant to the Board of Education and Superintendent
SUBMITTED BY:	Cindy Quiterio, Executive Assistant to the Board of Education and Superintendent
DATE:	November 6, 2025
SUBJECT:	Discussion and Approval of Amended Board Representation on District and Community Committees/Groups for 2025

Background:

On February 6, 2025, the Board of Education appointed its members to serve as representatives on various District and community committees. The list of assignments was previously updated on August 11, 2025, and is now being presented for another revision following the resignation of Trustee Charlene Tabet and appointment of Trustee Kelsey Olson.

Pursuant to Board Bylaw 9140: Board Representatives, the Board may appoint any of its members to serve as its representatives on District committees or advisory committees of other public agencies of organizations. Due to open meeting law requirements, most of the Board shall not be appointed to serve on the same committee. The list of committees and/or groups and Board representatives accompanies this report.

Discussion/Issues:

When making such appointments, the Board shall clearly specify, on a case-by-case basis, what authority and responsibilities are involved. Board representatives shall not grant District approval or endorsement for any activity without prior Board approval.

Should a committee discuss a topic on which the Board has taken a position, the Board member(s) may express that position as a representative of the Board. When contributing individual ideas or opinions on other topics, he/she shall make it clear that he/she is speaking as an individual, not on behalf of the Board.

Fiscal Impact:

None

Recommendation:

The President of the Board of Education recommends that the Members of the Board approve the amended list of Board Representation on Committees / Groups for 2025, following discussion, as presented.

Burbank Unified School District
Board of Education

BOARD REPRESENTATION ON COMMITTEES / GROUPS

The list below indicates the Committee / Group assignments as of August 11, 2025.

Subcommittee /	Board Member(s)
Burbank Arts and Education Foundation	Aghakhanian, Cano
District-Level English Learner Advisory Committee (DELAC)	Aghakhanian, Weisberg (Pontzer Kamkar, *alt.)*)
Five Star Coalition *(monthly, 9am, at five school districts)*	Aghakhanian, Pontzer Kamkar
Local Control and Accountability Plan Committee (LCAP)	Weisberg, Pontzer Kamkar *(Cano, alt.)*
Los Angeles County Committee on School District Organization *(one voting event annually in November)*	Aghakhanian
Los Angeles County School Trustees Association (LACSTA)	Weisberg, Aghakhanian
Special Education District Advisory Committee (DAC)	Weisberg, Cano
School Facilities Oversight Committee *(ex-officio members)- Measure S*	Pontzer Kamkar, Weisberg
Superintendent's Facilities Sub Committee	Pontzer Kamkar, Weisberg

Please note that meeting dates and times for 2025 are to be determined. Also, the Board may agree to allow other members to attend from time to time when appointed members are not available.

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Interim Superintendent
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	November 6. 2025
SUBJECT:	Acceptance of Gifts

Oscar Macias, Interim 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. Lucia and Peter O'Neil wish to donate to the District $250 to be used as needed at Bret Harte Elementary.

b. The Blackbaud Giving Fund wishes to donate to the District $461.52 and $230.76 to be used as needed at Dolores Huerta Middle School.

c. The O'Neil Family wishes to donate to the District $250 to be used as needed at George Washington Elementary.

d. Washington PTA wishes to donate to the District $6,000 to be used towards fieldtrip transportation at George Washington Elementary.

e. Charities Aid Foundation America wishes to donate to the District $100 to be used towards materials and supplies at Joaquin Miller Elementary.

f. Anna Grigorian wishes to donate to the District $400 to be used towards school supervision before school at Ralph Emerson Elementary.

g. Berge Toeteosian wishes to donate to the District $25 to be used in classroom #14 at Ralph Emerson Elementary.

h. Craig Shannon wishes to donate to the District $200 to be used towards school supervision before school at Ralph Emerson Elementary.

i. Dorian Studio wishes to donate to the District $550 to be used at the Principal's discretion at Ralph Emerson Elementary.

j. Emerson Elementary PTA wishes to donate to the District $270 to be used towards childcare during meetings at Ralph Emerson Elementary.

k. Emerson Elementary PTA wishes to donate to the District $1.500 to be used towards Instructional Media Technician to set up technology for PTA events at Ralph Emerson Elementary.

l. Emerson Elementary PTA wishes to donate to the District $12,000 to be used towards fieldtrip transportation at Ralph Emerson Elementary.

m. Emerson Elementary Parents wish to donate to the District $258 to be used as needed at Ralph Emerson Elementary.

n. Emerson Elementary Parents wish to donate to the District $1,250 to be used towards school supervision before school at Ralph Emerson Elementary.

o. Roosevelt Elementary PTA wishes to donate to the District $8,000 to be used towards classroom supplies at Theodore Roosevelt Elementary.

p. Roosevelt Elementary PTA wishes to donate to the District $1,000 to be used towards music education at Theodore Roosevelt Elementary

q. Roosevelt Elementary PTA wishes to donate to the District $10,500 to be used towards fieldtrips at Theodore Roosevelt Elementary.

r. Roosevelt Elementary PTA wishes to donate to the District $3,000 to be used towards ceramic supplies at Theodore Roosevelt Elementary.

s. Roosevelt Elementary PTA wishes to donate to the District $6,000 to be used towards campus literacy at Theodore Roosevelt Elementary.

t. Roosevelt Elementary PTA wishes to donate to the District $3,000 to be used towards the peaceful playground yoga program at Theodore Roosevelt Elementary.

u. Roosevelt Elementary PTA wishes to donate to the District $500 to be used towards school supervision at Theodore Roosevelt Elementary.

v. Roosevelt Elementary PTA wishes to donate to the District $10,000 to be used towards assemblies at Theodore Roosevelt Elementary.

w. Pacific Production Services, LLC wishes to donate to the District $1,500 to be used as needed at Thomas Edison Elementary.

x. America's Charities wishes to donate to the District $168 to be used as needed at Thomas Jefferson Elementary.

y. The Kroger Company wishes to donate to the District $691.24 to be used as needed at Thomas Jefferson Elementary.

z. TreeRing Corporation wishes to donate to the District $258.98 to be used as needed at Thomas Jefferson Elementary.

aa. Charities Aid Foundation America wishes to donate to the District $25 to be used as needed at Walt Disney Elementary.

bb. Disney Worldwide Services, Inc. wishes to donate to the District $5,000 to be used for the library at Walt Disney Elementary.

cc. Tech MD, Inc. wishes to donate to the District one wireless speaker and two wireless microphones valued at $836.99 to be used for events at Walt Disney Elementary

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

July 24, 2025

Burbank Unified School District
Third Floor – Board Room
1900 W. Olive Ave.
Burbank, California

MEMBERS PRESENT:
Armond Aghakhanian
Emily Weisberg
Laurette Cano

MEMBERS ABSENT:
Abby Pontzer Kamkar
Charlene Tabet

Also present were Oscar Macias, Interim Superintendent; Sarah Rudchenko, Assistant Superintendent, Human Resources and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

Joel Schlossman, community member, asks about Ms. Tabet's name plate. He mentions the Superintendents contract and brings up some of his concerns regarding compensations and benefits. He says that he will request the final contract for the Superintendent. He also points out that the Chief Administrative Officer has not been at the recent meetings.

2.b) Staff Responses

2.c) Board Members' Responses

Adjourned to Closed Session at 5:09 p.m.

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code 54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources
Employee Organization:California School Employees Association (CSEA) Chapter 674

3.b) Public Employee Discipline/Dismissal/Release Pursuant to Government Code 54957 (OF 30,752)

3.c) Government Code section 54957

Public employee appointment/employment Title: Acting/Interim Superintendent

3.d) Government Code section 54957.6

Conference with labor negotiator Name of negotiator: Board President Unrepresented employee: Acting/Interim Superintendent

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites former Mayor, Marcia Ramos, to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

Board voted to approve the acceptance of the written determination and decision regarding employees, CL-008025, CL-008125, CL-008225 and CL-008325. Motion by Member Cano, seconded by Clerk Weisberg. 3-0, AYES.

Board appointed Acting Superintendent, Dr. Oscar Macias, as Interim Superintendent, effective July 1st, 2025. 3-0, AYES.

6) ADJUSTMENTS TO THE AGENDA

Items 11g, 11j and 12t pulled.

Request by Dr. Macias to move 12h to New and/or Unfinished Business.

7) ITEMS FOR FUTURE AGENDAS

Clerk Weisberg would like a report back on the impoundment of funds and how that will affect us and the Adult School. Would like to have a conversation as soon as possible.

8) REPORTS FROM THE BOARD AND STAFF

8.a) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Sarah Schwartz; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

8.b) Reports from the Superintendent

Oscar Macias, Acting Superintendent will report on items of interest to the Board of Education and the community.

Acting Superintendent, Dr. Oscar Macias, reminds community that our school will begin on August 13th, which is a Wednesday. He emphasizes the Superintendent's Newsletter that will be ongoing as a form of communication with our community members. He mentions that next meeting we will have a presentation to update our summer bond measure projects. Administrative announcements have been delayed to the August 7th meeting.

9) REQUESTS TO ADDRESS THE BOARD

9.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Joel Schlossman, community member, says that there is an item on the agenda about leasing a car for the FACTS program. He wonders if the capacity for the vehicle will be enough. He says that he wants to hear how DEI funds have been spent and where the funds are going. He asks that they put our kids first and what is being done is not sustainable.

Rebecca Burcham, speaks as a concerned community member, Burbank resident and proud CSEA member. She mentions the agreement contract with Specialized Services in September of 2024. This violated Article 7 of the collective bargaining agreement between CSEA and BUSD as no notice was provided to discuss or disclose to CSEA leadership. The services contracted for could have been performed by CSEA members for half of the amount.

Linda Walmsley, community member, Burbank resident and retired teacher, expresses her disappointment of the trustees. She asks about their management strategies. She addresses the issue of the minutes and questions why they are not up to date. She also questions the processes used to write contracts.

Jeff Vander Borght, community member, speaks on the management of the financial accountability of this district and the more he watches the meetings the angrier he becomes. He says that they are the trustees for the educational system. He asks about transparency of the third party Sobel group and if in fact it will have redactions. Asks Board to step down.

Marcia Ramos, speaks regarding the Family Service Agency contract. She is disappointed with the previous Superintendent and this Board. She believes the scope of the report was intentionally narrow. She asks that they look at the numbers and value of the cost of service. She asks Board to vote affirmatively and without hesitation on the contract tonight.

Tara Waugh, community member, Burbank resident and business owner, speaks on her outrage at Tabet's lack of response. She says whether Ms. Tabet committed a criminal offense is not the issue, she is concerned as to her resigning from her job. She was in clear violation of ethics without disclosing her conflict of interest. She publicly requests that Ms. Tabet consider resigning and doing it in a timely fashion. She commits to the effort to escalate in a very public way. She will start a recall campaign.

Anita Schackmann, long time Burbank resident, expresses her disappointment at the Boards approval under the December 12, 2024 purchase order report to pay Breann Weist. The name changed on the report. She addresses Ms. Cano's relationship with Ms Tabet and she lets Dr. Aghakhanian and Dr. Weisberg know that trust has been broken. The records show that over 1.2 million dollars were passed in under 30 seconds. Board member Tabet's daughter was paid over $3,000 more than what was approved.

Alexandra Helfrich, former BUSD parent, Burbank resident and long time fundraiser/donor to the district, questions the promotion of Andy Cantwell to Chief Administrative Officer. She is concerned because initially it was stated that he was not getting a salary increase, when that is not the case. The workdays decreased which raise his rate of pay and says his contract is a promotion and a raise. She mentions on June 18th, it was requested that they hold his contract.

9.b) Superintendent's Comments

Oscar Macias, Acting Superintendent, will respond to public comment.

Acting Superintendent, Dr. Oscar Macias, thanks the members of the community who have chosen to come and encourages them to continue coming.

9.c) Board Members' Responses

Board Members will respond to public comment.

Clerk Weisberg thanks Andrew Ling from IT for allowing accessibility to our YouTube Channel when our Board meetings are at the District office. Addresses Mr. Schlossman in regards to DEI, she asks for an annual report from DEI teachers. She says that union work assures quality of work and is a cost saver. She shares that she asked Dr. Paramo questions about why Specialized Support was needed and his explanation was that we were three years behind with the minutes and that it takes time, energy and that nobody in the district could do it. She says that she didn't know that her name was not on the contract and says that nobody on the Board would have approved it. Moving forward, she is going to put her focus on getting back to school. She thanks our employees in HR, fiscal, payroll, accounting and business who are working under difficult conditions to get ready for back to school.

Member Cano addresses Mr. Schlossmann and indicates that she had the same questions about the car. She says that it was her second meeting when the vote was made for Specialized Services. She asks community to continue contacting her. As a new Board member, she is finding her way through this and each situation and takes everything into consideration.

President Aghakhanian thanks the speakers for coming and says that he understands and shares their concerns. He says that it's impossible not to put your trust in people you work with. He will

let the investigation to take its course and asks for the public to be patient. He urges community to come forward and ask questions.

10) REPORTS TO THE BOARD

11) NEW AND/OR UNFINISHED BUSINESS

11.a) Ratification of Agreement for Claims Administration Services with Sedgwick Claims Management Services, Inc.

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Sedgwick Claims Management Services, Inc. to provide claims administration services for past uninsured Workers Comp Claims (1979-2005), effective, July 1, 2025 through June 30, 2026, not to exceed $9,500 (01.0-00000.0-00000-00000-9532-0000000), and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Sedgwick Agreement 072425.pdf (OF 30,753)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.b) Ratification of Agreement for Professional Services (Human Resources)

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify the Consultant Agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide American Sign Language interpreting to employees, not to exceed $200,000.00 (010-00000-0-00000-72000-5850-7550000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD--AR 3314, as presented.

Ratification of Agreement for Professional Services (Human Resources).pdf (OF 30,754)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.c) Approval of Agreement for Professional Services (Human Resources)

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Agreement for Professional Services between the Burbank Unified School District and the Department of General Service/Office of Administrative Hearings to provide services of Administrative Law Judges (ALJs) for the purpose of managing cases and conducting hearings under Government Code section 27727, effective July 25, 2025 through until terminated five (5) years on July 25, 2030, not to exceed $48,000.00 (010-00000-0-00000-72000-5850-7550000), and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD--AR 3314, as presented.

Approval of Agreement for Professional Services (Human Resources).pdf (OF 30,755)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.d) Approval of Memorandum of Understanding between the Burbank Unified School District and the Los Angeles County of Education for the Beginning Teacher Intern Program for the 2025-2026 School Year

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Memorandum of Understanding between the Burbank Unified School District and the Los Angeles County of Education for the Beginning Teacher Intern Program for the 2025-2026 School Year, effective July 25, 2025 through June 30, 2026, as presented.

Approval of Memorandum of Understanding between the Burbank Unified School District and the Los Angeles County of Education for the Beginning Teacher Intern Program for the 2025-2026 School Year.pdf (OF 30,756)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.e) Approval of Agreement with Family Service Agency of Burbank to Provide School-Based Counseling Services

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to provide individual and group counseling to elementary and secondary school pupils, as required, effective July 25, 2025 through June 30, 2026, not to exceed $130,500.00 (010-01500.0-11202-10000-5810-7420000) LCAP supplemental funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

FSA_School_Based_Counseling_7 24 25.pdf (OF 30,757)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.f) Approval of Agreement with Family Service Agency of Burbank to Provide High School Student Care Centers

That the Board of Education approve the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to continue to provide counseling and administrative services at the JBHS and BHS student Care Centers, effective July 25, 2025 through June 30, 2026, not to exceed $100,000 (010-90350.0-57601-11800-5810-7440000) MediCal Admin Activities (MAA) funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

FSA_Student_Care_Center_7 24 25.pdf (OF 30,758)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.g) Approval of Agreement for Professional Services with Enterprise Fleet Management, Inc.

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve an agreement between Burbank Unified School District and Enterprise Fleet Management, Inc. for the 60 month lease of a District vehicle to be used by the FACTS program, effective August 1, 2025 through August 31, 2030, not to exceed $6,236 annually (including lease termination fees) (01.0-58100.0-50010-11100-5611-7440000000), and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Pulled

Approval Enterprise Lease FACTS 072425.pdf PULLED

11.h) Ratification of Extension of Employment Contract for Assistant Superintendent of Educational Services

Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education ratify the Extension of Employment Contract for Assistant Superintendent Educational Services effective from July 1, 2025 to December 31, 2025, as presented.

Ratification of Extension of Employment Contract for Assistant Superintendent of Educational Services.pdf (OF 30,760)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.i) Approval of Notice of Completion, Southland Roofing Inc., Bid 2425-029 Clay Tile Roof Replacement, William McKinley Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Bid 2425-029 Clay Tile Roof Replacement at William McKinley Elementary School, PO #25003953, not to exceed $94,430.00 (21.3-00000-0-91008-85000-6230-209-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD R3314, as presented.

NOC_Southland_McKinley_Bond.pdf (OF 30,761)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.j) Discussion and Approval of Amended Board Representation on District and Community Committees/Groups for 2025

The President of the Board of Education recommends that the Members of the Board approve the amended list of Board Representation on Committees / Groups for 2025, following discussion, as presented.

Pulled

Board Representation on Committees_Report 2025.pdf PULLED

11.k) Approval of Interim Superintendent Employment Contract for Acting Superintendent Dr. Oscar Macias

That the Board of Education approve the employment contract with Dr. Oscar Macias, as Interim Superintendent of Schools, effective (date pending) and ending on June 30, 2026, unless terminated earlier as provided by the terms of the Contract or as required by law, as presented.

Macias Interim Contract (2025).pdf (OF 30,762)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.l) Approval of Revised Board Policy 6170.1 Transitional Kindergarten

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy 6170.1 Transitional Kindergarten, as presented.

Board Policy 6170.1 Revision.pdf (OF 30,763)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12) CONSENT AGENDA

12.a) Approval of the 2025-2026 Purchase Order Report

Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve purchase orders for 2025-2026 as listed through June 30, 2025, as presented.

2025-2026 Purchase Order Report.pdf (OF 30,764)

12.b) Approval of Amended District Memberships 2025-2026

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve the amended District Memberships for the 2025-2026 school year, as presented.

Amended District Memberships - CITE 072425.pdf (OF 30,765)

12.c) Ratification of Amended Authorization of Signatures

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the authorization of signatures, for the period of July 1, 2025 through June 30, 2026, as presented.

Amended Authorization Signatures 25-26 072425.pdf (OF 30,766)

12.d) Approval of Personnel Report Number 25-26-02

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-02, covering Certificated and Classified personnel and consisting of Pages 1 to 9 inclusive, as presented.

Personnel Report 25-26-02.pdf (OF 30,767)

12.e) Ratification of Agreement for Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Ratification of Instructional Consultants Consent 072425.pdf (OF 30,768)

12.f) Approval of Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Approval of Instructional Consultants 072425.pdf (OF 30,769)

12.g) Approval of Non-Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the non-instructional consultant services to support the school and/or District goals and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Approval of Non-Instructional Consultant 072425.pdf (OF 30,770)

12.h) Approval of Agreement for Professional Services Provided by Family Services Agency of Burbank for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and the Family Services Agency of Burbank to provide IEP-based mental health services for qualifying Special Education students, effective July 25, 2025 through June 30, 2026, not to exceed $480,000 (01.0-65460.0-57601-11800-5810-7440000), and the authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Moved to New and/or Unfinished Business.

SPED Professional Services Family Services Agency of Burbank.pdf (OF 30,759)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.i) Approval of Agreement for Professional Services Provided by California State University Northridge for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and California State University Northridge, to provide Independent Educational Evaluations (IEE) and attend IEPs for Special Education students, not to exceed $4,600 (01.0-65000.0-57602-11900-5850-7440000), effective August 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services California State University Northridge.pdf (OF 30,771)

12.j) Approval of Agreement for Professional Services Provided by Aya Healthcare, Inc. for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Aya Healthcare, Inc. to provide a credentialed special education teacher, not to exceed $135,975 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Aya Healthcare.pdf (OF 30,772)

12.k) Approval of Agreement for Professional Services Provided by MYBASEPAY USA LLC for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and MYBASEPAY USA LLC to provide a credentialed special education teacher, not to exceed $136,622.50 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services MYBASEPAY_Teacher.pdf (OF 30,773)

12.l) Approval of Agreement for Professional Services Provided by The Stepping Stones Group for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and The Stepping Stones Group to provide a credentialed special education teacher, not to exceed $121,695 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2024 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services The Stepping Stones Group_Teacher.pdf (OF 30,774)

12.m) Ratification of Agreement for Professional Services Provided by EverDrivenTechnologies, LLC F/K/A/ ALS Schools for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and EverDriven Technologies, LLC F/K/A ALC Schools for transportation services for Special Education Students on an as needed basis, effective July 1, 2025, through June 30, 2026, not to exceed $64,754 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services EverDrive Technologies_Ratification.pdf (OF 30,775)

12.n) Amended Agreement for Professional Services Provided by Adams Silva & McNally LLP for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Adams Silva & McNally LLP, to perform specific services, not to exceed $514,164.33 (01.0-65000.0-50010-21000-5820-7440000), effective July 1, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was April 18, 2024 for a total not to exceed $300,000. The second amendment added $200,000. This amendment adds an additional $14,164.33. The new not to exceed amount is $514,164.33.

SPED Professional Services Adams Silva & McNally_Amendment.pdf (OF 30,776)

12.o) Approval of Notice of Completion, AME Builders Inc., Emergency Roof Repair, District Administration Office (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Repair at the District Administration Office, PO #25002844, not to exceed $92,300.00 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.

NOC_AME_DO_Emergency.pdf (OF 30,777)

12.p) Approval of Notice of Completion, Time and Alarm Systems, Furnish and Install New Bogen Nyquist Integrated Communication System, Burbank Adult School (Adult Education Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install New Bogen Nyquist Integrated Communication System at Burbank Adult School, PO #25002332, not to exceed $97,291.00 (110-63910-0-41101-27000-6510-533-0000, 110-63910-0-41102-27000-6510-533-0000, 110-63910-0-41104-27000-6510-533-0000, 110-63910-0-41106-27000-6510-533-0000) Adult Education Fund, and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.

NOC_Time and Alarm_BAS_Adult Ed Fund.pdf (OF 30,778)

12.q) Approval of Notice of Completion, Asbestos Control Testing Inc., Abatement Services, Kitchen Project, Dolores Huerta Middle School (Fund 13-Food Services)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Abatement Services for Kitchen Project at Dolores Huerta Middle School, PO #25003875, not to exceed $48,250 (130-53100-0-00000-37000-6250-749-0000) Fund 13-Food Services, and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.

NOC_Asbestos_Huerta_Fund 13 FS.pdf (OF 30,779)

12.r) Approval of Award of Contract, California Marquee Inc., Furnish and Install Marquee Sign, Providencia Elementary (Gift Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and California Marquee Inc., to Furnish and Install Marquee Sign at Providencia Elementary, effective July 24, 2025 to July 23, 2026, not to exceed $29,887.68 (010-90201-0-00000-27000-6510-213-8200-0000) Gift Fund, and that authority to sign the contract be exercised pursuant to BUSD AR 3314, as presented.

AOC_California Marquee_Prov_Gift.pdf (OF 30,780)

12.s) Ratification of Agreement, Becklars Holding LLC, /Avantguard, District-Wide Fire Alarm Monitoring Services, Various Sites (General Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Becklars Holding LLC, /Avantguard for the implementation of the District-Wide Fire Alarm Monitoring, effective January 1, 2025 through December 31, 2028, not to exceed $4,600 (01.0-00100.0-00000-83000-5850-752-0000) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Ratif_Becklars_DistrictWide_General.pdf (OF 30,781)

12.t) Approval of Purchase, Class Leasing, Two (2) Relocatable Classroom Buildings, Adult School Medical Career Training Program, Burbank Adult School (Adult Education Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase between Burbank Unified School District and Class Leasing for Two (2) Relocatable Classroom Buildings for the Burbank Adult School Medical Career Training Program, not to exceed $248,030.00 (11.0-63910.0-41104-85000-6000-5330000) Adult Education Fund, and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.

AOP_ Class Leasing_BAS_Adult Ed Fund.pdf PULLED

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

13) REPORTS FROM BOARD MEMBERS

13.a) Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

Clerk Weisberg thanks Human Resources for letting her join their staff meeting today. She also thanks the teachers and parents she met over the last week, and lastly thanks Andrew Ling again for making the meetings here more accessible.

Member Cano thanks everyone for coming today. She thanks all the Principals for getting all the information out for the start of schools.

President Aghakhanian thanks the individuals who came out and spoke today. His concern is that we are seeing ICE raids and educational institutions being emptied. He hopes that we remember that our children are afraid. He shares that it is personal to him as he had to leave his family at a young age. He believes that now more than ever people need more education. He thanks all staff in the district and reminds everyone to be kind and understanding.

President Aghakhanian reads the retiree:
Lucien Binda, since 1996

14) ADJOURNMENT

Meeting adjourned at 8:40 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, INTERIM SUPERINTENDENT
SECRETARY OF THE BOARD

10/16/2025
_____
DATE

_____
EMILY WEISBERG, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

August 11, 2025

Burbank Unified School District
Third Floor – Board Room
1900 W. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Laurette Cano

MEMBERS ABSENT:
Charlene Tabet

Also present were Oscar Macias, Interim Superintendent and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Board Members' Responses

3) CLOSED SESSION

3.a) Expelled Student for Readmittance in the Burbank Unified School District, as per Board Policy 5144 and Education Code 48917 (OF 30,782)

The Board of Education will meet in Closed Session pursuant to Board Policy 5144 and Education Code 48917 to consider the readmittance recommendation report from the District Transfer Review Committee for Student 960027890, as presented.

3.b) Conference with Labor Negotiator, Pursuant to Government Code 54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources
Employee Organization: California School Employees Association (CSEA) Chapter 674

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

3.d) Conference with Chief Administrative Officer, Existing Litigation Pursuant to Government Code 54956.9 (OF 30,783)

One Case: No.: 22BBCV01084 - Doe, Jane (L.B.) v. Burbank USD

3.e) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,784)

Final Settlement Agreement for Special Education Students 960029710, 960031132, 960035043 and 960042944

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites Steven Hubbell to lead in the Pledge of Allegiance.

President Aghakhanian indicates that tonight's Board meeting will be adjourning in memory of Rollin "Rollie" Bigbee.

5) REPORTING ON CLOSED SESSION

Item 3a, Motion by Vice President Pontzer Kamkar, seconded by Clerk Weisberg.
Board accepts recommendation for readmittance for student #960027890. AYES 4-0.

Item 3d Motion by Vice President Pontzer Kamkar, seconded by Member Cano.
Board approves settlement agreement case #22BBCV01084.

6) ADJUSTMENTS TO THE AGENDA

Interim Superintendent, Dr. Oscar Macias, would like to pull 12g.

7) ITEMS FOR FUTURE AGENDAS

Clerk Weisberg would like a report on the possibility of getting an LA Metro Go Pass. She would like a report as quickly as possible.

8) REPORTS FROM THE BOARD AND STAFF

8.a) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Sarah Schwartz; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Sarah Schwartz, BTA President, and third grade teacher at Edison elementary school, welcomes staff back to work and thanks all staff behind the scenes who ensured that everything was ready. She says that it is the expectation of BTA that anyone who participated or had knowledge of the misappropriation of money, must be held accountable. She says that the best time for Charlene

Tabet was weeks ago and the second best time is now. She states the censure resolution was a good start and any position in senior leadership should begin to rebuild trust.

8.b) Reports from the Superintendent

Oscar Macias, Interim Superintendent will report on items of interest to the Board of Education and the community.

Interim Superintendent, Dr. Oscar Macias, shares a general appreciation for teachers, support staff and administrators. He says that we're excited about Wednesday, the start of school. He thanks Ms. Schwartz for speaking up on behalf of BTA and wants to speak with each union team to be in a better place. Dr. Macias reads a general statement regarding the cancelation of the August 7, 2025, Board of Education meeting. He says that it was an internal error. He introduces Julie Markussen, Director of Secondary Education, who introduces the new Secondary School Administrators; Dr. James Tarouilly, Ms. Yesenia Lopez-Ashkar, Mr. Daniel Di Mundo, Mr. Steven Hubbell, and Mr. Edwin Taylor.

Board members take turns congratulating and welcoming all new administrators.

9) REQUESTS TO ADDRESS THE BOARD

Joel Schlossman, community member, speaks on item 11d. He asks for a cost/benefit analysis of the solar panel replacements. He also asks about item 12a which was from over a year ago and clarifies what he was talking about. He addresses President Aghakhanian about Mr. Cantwell's contract and his absence. Asks Board if they think they are leaving things better than they find them and says their leadership style is to ignore the problems.

Kellie Clarke, district retiree, says that they represent more than 200 years of service in her family alone. Someone has circulated the idea that Old Burbank is trying to take down the Board. She says that we are your constituents and ask for transparency and accountability. As voters who put you here, she says to please do the right thing moving forward.

Linda Walmsley, says that the voters of Burbank have given the Board $500 million dollars in a facility bond. She speaks her concern on the SFOC committee members and when the interviews will be held.

Kathy Wills says that at the July 24th Board meeting there were questions asked and the inability to answer those questions leaves her to agree with the community’s concerns. She says she is a teacher and four out of the five Board members are teachers, and as teachers we know to always have our students ask questions, and your constituents are your students. Asks if Mr. Cantwell has a substitute that is capable of stepping in when he is absent and asks if he is the right person to supervise this money.

Barry Sarna, resident, tax payer and retired teacher, speaks on the July 10th Board meeting in which Ms. Bax asked why the Warrant Reports had not been present on Board agendas for over a year. He reviewed the reports and he found serious concerns. He didn't expect to see reimbursements worth over $20,000 on the warrants report to Mr. Maxwell. If the reports were being regularly looked at, Breann Weist’s name would have come up. Asks that if the Board cannot provide transparency and accountability, to step aside.

Suzanne Wertz, Burbank resident, says that between Burbank Arts for All, PTA and Booster organizations, she has helped raise over one million dollars for BUSD. States she is familiar with the approval and need of the Minutes. The minutes on the agenda are eighteen months old and don't appear in Granicus. She states the Brown Act 35163 mandates that Minutes be kept at public school board meetings and that the public deserves a complete and timely legal record.

Alexandra Helfrich, served as PTA and Booster Association for more than thirteen years, speaks regarding item 12a. She asks what's going on with the minutes. She says that four sets of wrong minutes have been uploaded. Asks where Mr. Cantwell is and why has he been missing for two months. She says that the problem for missing minutes has not been resolved and asks what the Board's response is.

Jeff Vander Borght addresses Dr. Weisberg for what was said at the last meeting that. He clarifies that he mentioned his disappointment at their failure to properly oversee management and the financial accountability of our district. He wants to see them holding the Administrators accountable. He states Mr. Cantwell's salary will be paid partially by bond funds. That was not part of the reason the bond passed. Reminds them that they have the legal fiduciary duty to control public funds.

Michael Hastings, sixty year Burbank resident and former Burbank Mayor, speaks on the deflection of the meeting from last week. He mentions Matt Hill's six figure salary exit as well as John Paramo's resignation with no explanation. He questions the promotion of Mr. Cantwell and mentions that BUSD needs to choose more qualified advisors and administrators. He asks who is overseeing the bond funds for the school roofing projects.

Doug Nicol thanks district leadership and asks that they don't take his speech as attacks. He says that he is disappointed as a teacher for his district which he was a student since 1991. He is upset with how John Paramo has been able to walk away from this. He says that unfortunately they trusted the wrong person. If we want to be transparent and accountable, he wants to hold John responsible. He says that John Paramo cut their trainers hours to 30 hours a week and hired his own personal trainer, who isn't a certified trainer.

Lynn Rothacher, Burbank homeowner and taxpayer, says that combined with her husband, they have taught sixty one years. She addresses the contract for BreeAnn Weist and the three thousand extra given to her. The overpayment of the contract violates Education Code 17604. She asks for the Board to demand transparency as well as detailed invoices and Supervisor sign offs for consultant agreements.

Elizabeth Bax speaks about Ms. Kathy Wills, a kindergarten teacher at Roosevelt, and how much of a great teacher she is. She says that employees and parents are afraid to speak for fear of backlash. She wants to know what the plan is to make corrections to the broken system. Asks why they approve Mr. Cantwell's contract under this climate and why isn't he here. He can be present via Zoom. Burbank parents and residents have been a strong community and will continue with questions.

Karen Herrera, Burbank resident, says that she is here to speak about rebuilding trust. She believes in the Board and does not want them to resign. She says that most of the speakers tonight have given ideas on how to rebuild trust. She asks the Board to extract the constructive feedback provided tonight and let community know what they can do to support.

Lili Rossi, twenty year Burbank resident and served on Burbank Arts for All Foundation for a decade, asks for communication and transparency. She wants to know what the Boards plan and timeline is to address this situation. She would like to get answers from the Board and not read them in the newspapers.

9.a) Superintendent's Comments

Oscar Macias, Interim Superintendent, will respond to public comment.

Interim Superintendent, Dr. Oscar Macias, says that this meeting was a reflective moment for him. He mentions that he understands that everyone here is in agreement that as a District, we are not happy at our current state and we can be better. He wants to heavily emphasize to the community that he wants to dialogue and to deeply reflect and challenge us to do better. He says that if there are concerns, to please reach out.

9.b) Board Members' Responses

Board Members will respond to public comment.

Clerk Weisberg says that next meeting is when the SFOC committee will be selected. She says that they will have a robust conversation about the applications they have received. She tells Mr. Nicol that she would like to continue the conversation and connect. She addresses Ms. Herrera regarding the interim title and mentions that it will be an open process. She tells Ms. Rossi that they are waiting for the criminal investigation to be completed, and we will communicate with the Public once we have information. She says that there will be continued conversations with union partners and hopes that as they move forward, the community will continue to inform us.

Member Cano assures community that things are happening, and changes are being made. She says that there are connections being made by Dr. Abdelhamid. She doesn't want to discount the work that people are doing and that they need to have patience. Mentions that they are aware of what happened and would like teachers and families to understand that she asks for equity.

Clerk Weisberg tells Mr. Sarna that Dr. Paramo had approved the use of Mr. Maxwell's vehicle because he is called to assist with emergencies. She says that regarding the use of his personal credit card, he did not receive perks or points. She says that we had issues with district credit cards. She thanks Mr. Sarna for raising the questions. Nothing was out of line or incorrect with what he did. She thanks Mr. Maxwell for his continued hard work.

Vice President Pontzer Kamkar asks for a plan that the remaining minutes be completed within the next sixty days. She asks that minutes don't lag for more than one month behind. She says that it's a lot of work, but that it's important that they are correct. She says that adjustments to consulting contracts have been made. She thanks Mr. Nicol for coming and mentions that when the Sobel group investigation comes out, they will be able to say more. She mentions the bond funds and that there are a couple bond project managers that get paid out of the bond funds and a portion of Mr. Cantwell's as well as his new role is managing the bond projects and the managers. She addresses the individuals who are asking them to step down and says that she is up for reelection and if they all step down, the County will appoint board members who they may not know. She thanks everyone for coming and appreciates the wisdom they have brought today.

President Aghakhanian thanks the speakers for their comments and mentions that he agrees with his colleagues. He says that he asked Board member Tabet to resign and that voters can do a recall. He says he appreciates everyone's feedback and knows that they want the best. He has put some initiatives forward and will be holding people responsible and accountable for these initiatives. He says that it's a good sign that the community has united. He states that some of the things being brought up will be addressed with timelines and people will be held responsible and accountable moving forward.

Break at 8:22 p.m.
Return at 8:33 p.m.

10) REPORTS TO THE BOARD

11) NEW AND/OR UNFINISHED BUSINESS

11.a) Approval of the Teacher Assignments for the 2025-2026 per Education Codes, Education Code 44258.3(a), Education Code 44258.7(b), Education Code44258.7(c), Education Code 44258.7(d), Education Code 44263, and Education Code 44865

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Teacher Assignments for 2025-2026, as described per Education Codes 44258.3(a), 44258.7(b), (c), & (d), 44263, and 44865, as presented.

Approval of Teacher Assignments for 25-26.pdf AMENDED (OF 30,785)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.b) Approval of Declaration of Need for Fully Qualified Educators for the 2025-2026 Fiscal Year

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Declaration of Need for Fully Qualified Educators for the 2025-2026 Fiscal Year, as presented.

Approval of Declaration of Need for Fully Qualified Educators for the 2025-2026 Fiscal Year.pdf AMENDED (OF 30,786)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.c) Approval of Agreement for Professional Services Provided by First student, Inc. for Special Education

Mariam Abdelhamid, Assistant Superintendent of Business Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and First Student, Inc., to provide transportation services for Special Education students, for a total not to exceed of $3,806,332.20 (01.0-07240.0-50010-36000-5812-

7440000), effective August 12, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

First Student, Inc Agreement 081125.pdf (OF 30,787)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.d) Approval of Notice of Completion, Engie Services U.S. Inc., Removal and Re-Installation of Rooftop Solar Panels, John Muir Middle School (Bond Funds)

That the Board of Education accept the following as completed: Removal and Re-Installation of the Solar Panels at John Muir Middle School, PO #25004594, not to exceed $166,804.99 (21.0-00000.0-00000-85000-6230-322-00000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented.

NOC_Engle_Muir_Bond.pdf (OF 30,788)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.e) Approval of Deductive Change Order No.1, AME Builders Inc., 2425-022 Summer Roofing Project, Magnolia Park (Bond Fund)

That the Board of Education approve deductive change order #1 between Burbank Unified School District and AME Builders Inc., for the 2425022 Summer Roofing Project at Magnolia Park, not to exceed $218,698.69 (21.0-00000-0-91008-850006230-517-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Ded CO1_AME_Mag Park_Bond.pdf (OF 30,789)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.f) Discussion and Approval of Amended Board Representation on District and Community Committees/Groups for 2025

The President of the Board of Education recommends that the Members of the Board approve the amended list of Board Representation on Committees / Groups for 2025, following discussion, as amended.

Board Representation on Committees Report.pdf (OF 30,790)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

Burbank Art and Education Foundation - Member Cano and President Aghakhanian

District Level English Learner Advisory - No change
Five Star Coalition - Vice President Pontzer Kamkar and President Aghakhanian
LCAP - No change
Los Angeles County of Committee on School District Organization - No change
LACSTA - Clerk Weisberg and President Aghakhanian
Special Education District Advisory Committee - No change
School Facilities Oversight Committee - Clerk Weisberg and Vice President Pontzer Kamkar
Superintendents Facilities Sub Committee - Clerk Weisberg and Vice President Pontzer Kamkar

President Aghakhanian asks if the Board President can be included in the meetings with the Burbank Chamber of Commerce. He also adds that he wants to start putting our joint meetings with the City Council on the calendar.

Vice President Pontzer Kamkar adds that they can begin with once a year and schedule the first one before the end of the year.

11.g) Approval of Notice of Completion, AME Builders Inc., 2425-022 Summer Roofing Project, Magnolia Park (Bond Fund)

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education accept the following as completed: the 2425-022 Summer Roofing Project at Magnolia Park, PO #25003617, not to exceed $218,698.69 (21.0-00000-0-91008-85000-6230-517-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_AME_Mag Park_Bond.pdf (OF 30,791)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12) CONSENT AGENDA

12a-12f as presented
12i -12u as presented
12v as amended

Items 12g and 12h PULLED

12.a) Approval of Minutes

Minutes 2.1.24 UNOFFICIAL AM.pdf (OF 30,792)

12.b) Approval of the 2025-2026 Purchase Order Report

Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve purchase orders for 2025-2026 as listed through July 17, 2025, as presented.

2025-2026 PURCHASE ORDER REPORT.pdf (OF 30,793)

12.c) Approval of Amended advertising proposal between Burbank Unified School District (Burbank Adult School) and AABC TV

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the advertising proposal between Burbank Unified School District and AABC TV to promote the adult education programs to the Armenian community, effective July 1, 2025 through January 31, 2026, not to exceed $34,000 total (11.0-63910.0-XXXXX-27000-5850-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD-AR 3314, as presented.

BAS AABC TV AD CONTRACT 8 11 25.pdf (OF 30,794)

12.d) Ratification of Agreement for Instructional Technology Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement with IXL for a total not to exceed $22,000 (010-30100-0-11100-10000-5840-320-9000-0000) August 8, 2025 through August 8, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Instructional Technology Software IXL 8 11 25.pdf (OF 30,795)

12.e) Ratification of Agreement for Instructional Technology Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the agreement with Amplify for a total not to exceed $54,362.48, (01.0-00000.0-11121-11100-5840-7420000), August 8, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Instructional Technology Software Amplify 8 11 25.pdf (OF 30,796)

12.f) Ratification of Burbank Adult School Software License with Edmentum, Inc

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the agreement between Burbank Adult School and Edmentum, effective August 1, 2025 through January 20, 2026, not to exceed $8,000.00 (35% = 11.0-63910.0-41101-10000-5840-5330000 and 65% = 11.0-63910.0-41106-10000-5840-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314 as presented.

BAS - Edmentum Agreement 8 11 25.pdf (OF 30,797)

12.g) Approval of Revised Board Policy 6146.1 High School Graduation Requirements

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed revisions to Board Policy 6146.1 High School Graduation Requirements, as presented.

High School Graduation Requirements 8 11 25.pdf PULLED

12.h) Ratification of Agreement for Professional Services, Lozano Smith (General, Bond, and Special Education Funds)

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Lozano Smith, Attorneys at Law, to provide specialized legal services in the area of facilities and construction, effective, July 1, 2025 through June 30, 2026, not to exceed $403,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund) and (21.0-00000.0-00000-85000-5820-7400000) (Bond Fund) and (01.0-65000.0-50010-21000-5820-7440000) (Special Education Fund), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Lozano Smith Agreement 081125.pdf PULLED

12.i) Approval of Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Approval of Instructional Consultants 081125.pdf (OF 30,798)

12.j) Approval to Continue Contracting with Childcare Careers LLC, aka CCC, and The Education Team, aka TET

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education agree to provide additional funding for Child Care Careers (CCC) to provide substitutes for child care centers for the remainder of the 2025-2026 school year.

Approval to Continue Contracting with Childcare Careers & Ed Team 081125.pdf (OF 30,799)

12.k) Ratification of Agreement for Professional Services Provided by Gary D Stromberg & Associates, LLC for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a speech and language pathologist, not to exceed $141,960 (01.0-65000.0-57602-11901-5850-7440000), effective August 8, 2025 through May 22, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Gary D. Stromberg_Ratification.pdf (OF 30,800)

12.l) Ratification of Agreement for Professional Services Provided by Gwendolyn Olicker for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Gwendolyn Olicker for Special Education student 960034998, for a total not to exceed of $3,325 (01.0-65360.0-57602-11900-5850-7440000), effective August 8, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960034998 Gwendolyn Olicker_Ratification.pdf (OF 30,801)

12.m) Personnel Report Number 25-26-03

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report Number 25-26-03, covering Certificated and Classified personnel, and consisting of Pages 1 to 10 inclusive, as presented.

Personnel Report 25-26-03.pdf (OF 30,802)

12.n) Ratification of Agreement for Professional Services Provided by Oren R. Boxer, Ph.D., A Psychological Corporation for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Dr. Oren R. Boxer, Ph.D., A Psychological Corporation, to provide a psychoeducational IEE, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960026732, effective August 8, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960026732 Dr. Oren R. Boxer_Ratification.pdf (OF 30,803)

12.o) Ratification of Agreement for Professional Services Provided by SoCal Psychology Center for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and SoCal Psychology Center, to provide a psychoeducational IEE, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960031132, effective August 8, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960031132 SoCal Psychology Center_Ratification.pdf (OF 30,804)

12.p) Approval of Memorandum of Understanding between Burbank Adult School and Los Angeles County Office of Education

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Memorandum of Understanding (MOU) between Burbank Adult School and Los Angeles County Office of Education, effective August 12, 2025, through June 30, 2026, as presented.

BUSD-LACOE - MOU 8 11 25.pdf (OF 30,805)

12.q) Amendment of Final Settlement Agreement (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend the Final Settlement Agreement for Special Education student 960029710, total not to exceed $20,435, (01.0-65000.0-50010-36000-5813-7440000), October 2022 through December 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was April 17, 2025 for a total not to exceed $14,900. This amendment adds an additional $5,535. The new not to exceed amount is $20,435.

SPED Student 960029710 Settlement Agreement_Amendment.pdf (OF 30,806)

12.r) Action on Final Settlement Agreement (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960031132, total not to exceed $21,000, (01.0-65000.0-50010-36000-5813-7440000), August 8, 2025 through June 30, 2027 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960031132 Settlement Agreement.pdf (OF 30,807)

12.s) Action on Final Settlement Agreement (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960035043, total not to exceed $23,855, (01.0-65000.0-50010-36000-5813-7440000), August 8, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960035043 Settlement Agreement.pdf (OF 30,808)

12.t) Action on Final Settlement Agreement (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960042944, total not to exceed $58,120, (01.0-65000.0-50010-36000-5813-7440000), May 1, 2023 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960042944 Settlement Agreement.pdf (OF 30,809)

12.u) Approval of University Agreement- University of the Pacific

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and University of the Pacific to provide field experience effective September 1, 2025 through until terminated five (5) years on September 1, 2030, unless terminated by either party on advance written notice, and that authority to sign the Agreement be exercised pursuant to BUSD—AR 3314, as presented.

Approval of University Agreement- University of the Pacific.pdf (OF 30,810)

12.v) Approval of Additive Change Order No.1, Hart Design Build Inc., Bid 2425-003: Aquatic Center Modernization, Burbank High School (Capital Outlay)

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve additive change order No.1 between Burbank Unified School District and Hart Design Build Inc., for Bid 2425-003: Aquatic Center Modernization at Burbank High School, not to exceed $4,358,780.67 (40.0-90329-0-0000085000-6250-4310000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

8-7 ADD CO1_Hart_BHS Pool_Capital Outlay 1.pdf AMENDED (OF 30,811)

It was moved by Abby Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13) REPORTS FROM BOARD MEMBERS

13.a) Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

Clerk Weisberg begins by apologizing to Alexandra Helfrich for her comment from the last meeting. She thanks the PTA at Burbank High and at Burroughs for their Back to School events. She also thanks the staff and Principal at Dolores Huerta Middle School. The Resource Fair for the Boys and Girls club was great. She mentions she attended the Rotary meeting with Dr. Macias and thanks Cynthia Wagner for their warm welcome. She says that it was nice to meet the new faculty at the new teacher orientation. She thanks Student Services, IT, HR, and the Adult School. She sat at the English Collaborative at Huerta and says that it's a great reminder of why we do what we do.

Member Cano says that she attended the Boys and Girls club event and was happy to see all the resources attend and also attended the new teacher orientation. She wishes all the teachers a great and healthy year.

Vice President Pontzer Kamkar attended the John Burroughs staff appreciation event. She looks forward to the first day of school.

President Aghakhanian says that he also attended the new teacher orientation. He echoes what his colleagues said and he loved the energy and the new talent coming in. This is the first time he

missed the Boys and Girls Club event. He says that staff does a wonderful job with what they do. He also mentions that the raids continue and he wants to make sure that people are aware of that.

Dr. Weisberg thanks staff for their work with the newsletter implemented by Interim Superintendent Dr. Macias a week ago.

President Aghakhanian says that he hopes that with what's happening right now, we become more united.

14) ADJOURNMENT

Meeting adjourned in memory of Rollin "Rollie" Bigbee, at 9:38 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, INTERIM SUPERINTENDENT
SECRETARY OF THE BOARD

11/6/2025
_____
DATE

_____
EMILY WEISBERG, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

August 12, 2025

Burbank Unified School District
Third Floor – Board Room
1900 W. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Armond Aghakhanian
Abigail Pontzer Kamkar
Emily Weisberg
Laurette Cano

MEMBERS ABSENT:
Charlene Tabet

Also present were Oscar Macias, Interim Superintendent and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER/PLEDGE OF ALLEGIANCE

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items

Crystal Hopkins commented on the pending investigation, stating that it should be conducted thoroughly. She expresses that she would prefer the process take longer, if necessary, to ensure a complete review rather than be rushed.

2.b) Board Members' Responses

3) CLOSED SESSION

3.a) Public Employee Discipline/Dismissal/Release Pursuant to Government Code 54957

3.b) Public Employee Performance Evaluation Pursuant to Government Code 54957

Title: Interim Superintendent of Schools

4) RECONVENE IN PUBLIC SESSION AND ADJOURNMENT

5) REPORTING ON CLOSED SESSION

6) ADJOURNMENT

Meeting adjourned at 9:32 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, INTERIM SUPERINTENDENT
SECRETARY OF THE BOARD

11/6/2025
_____
DATE

_____
EMILY WEISBERG, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

August 21, 2025

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Laurette Cano

MEMBERS ABSENT:
Charlene Tabet

Also present were Oscar Macias, Interim Superintendent; Sarah Rudchenko, Assistant Superintendent, Human Resources; Peter Knapik, Assistant Superintendent, Educational Services and Mariam Abdelhamid, Assistant Superintendent, Business Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code 54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources
Employee Organization: California School Employees Association (CSEA) Chapter 674

3.b) Public Employee Discipline/Dismissal/Release Pursuant to Government Code 54957

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites Mr. Flores to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

Clerk Weisberg would like to pull 10g, but will have a discussion first before making final decision.
Item 10c pulled.
Items 11i through 11n are pulled.

7) ITEMS FOR FUTURE AGENDAS

Clerk Weisberg requests to agendize a Resolution declaring Tabet's office vacant at the next meeting.

Vice President Pontzer Kamkar requests to agendize a conversation about releasing a request for proposal for permanent Superintendent search at the next meeting.

8) REPORTS FROM THE BOARD AND STAFF

8.a) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Sarah Schwartz; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Sarah Schwartz, BTA president, thanks staff for safely managing the start of school. She recognizes Erin Berich, Special Ed teacher for her exemplary work. Also recognizes union members, city employees, roofers, and the Hollywood trades. Lastly, she recites language from Board Policy and requests that the board take action to release Charlene Tabet as a board member.

8.b) Reports from the Superintendent

Oscar Macias, Interim Superintendent will report on items of interest to the Board of Education and the community.

Interim Superintendent, Dr. Oscar Macias, welcomes members from the Burbank Police Department. Captain Eddie Ruiz approaches podium to introduce the new SRO Courtney Pinsky and Lieutenant Pfrommer. Dr. Macias shares with staff that he met with the new Chief of Police, Chief Quintero, and he looks forward to working with him. He echoes what Sarah Schwartz said in thanking teachers and staff. Lastly, he reassures that corrective actions to the district's internal mistakes will be taken and that the SFOC committee selection process will be reopened.

9) REQUESTS TO ADDRESS THE BOARD

9.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Annie Markarian, Burbank resident, addresses member Tabet's absence and the resulting vacancy of her seat. She says that the Board is required to act within 60 days.

Erick Hawk, president of the Board of Directors of the Burbank Community Band, says that they are getting ready for the next season and they are welcoming new members. He says that they enjoyed playing at Burbank High School and hope they can work with the district again next Spring.

Bob Bowne, community member, says that he attends this meeting in solidarity with other school board members to deliver a message. He says that Board members have a collective responsibility to attend trainings that CSBA offers. He suggests the Board listen to public input and to ask for help and guidance to establish a budget advisory committee. He names the Board members who signed the letter.

Joel Schlossmann, community member, asks where Mr. Cantwell is. He addresses the issue of Tabet and that she has not been charged or convicted yet. He mentions the state testing and says that our students can't pass them.

Dave Kemp, community member and previous board member, speaks regarding the filling of the vacant board seat. He asks that the candidate have high standards and experience for the role. Requests that they make the decision in the open.

Kellie Clarke, community member, speaks regarding Isaiah Knoll, an acquaintance to the previous Superintendent, John Paramo. She questions his non-credentialed status and the pay he received before he was cleared to work. She urges the Board that the investigation addresses these questions and that its findings be shared with the community.

Jacob Flores, school counselor at Luther Middle School, speaks regarding the Hanover report that was brought up at the previous meeting. He mentions the increase of workload and having less counselors at the high schools and middle school level. Lastly, he thanks the Luther staff for their warm welcome.

Lori Little, Burbank resident, speaks about what she learned as council PTA president. She said that at the Council PTA, Dr. Macias said that we are education partners. She mentions the Special Board meeting on August 12th had conflicting information. The email gave a link to livestream the agenda even though it was an in-person meeting. She says she hope the minutes and the link to the video and agenda will be available on the website soon.

Jennifer Lorigo, Chair of the Burbank Arts and Education Foundation, reminds community of the work they provide to Burbank Unified. She mentions they are an independent non-profit organization and have invested nearly 1.5 million into Burbank classrooms. She clarifies they are a separate entity from BUSD and their focus will continue to be on serving the students and teachers of BUSD.

Larry Applebaum, speaks regarding the preparation for Measure S. He says that Mr. Cantwell brought a resolution forward in January and that he told the Board had 60 days to establish the committee. He asks that the district cease in spending additional bond funds without proper oversight.

9.b) Superintendent's Comments

Oscar Macias, Interim Superintendent, will respond to public comment.

Interim Superintendent, Dr. Oscar Macias, thanks all the speakers who attended. He thanks them for their civil communication and for their engagement.

9.c) Board Members' Responses

Board Members will respond to public comment.

Clerk Weisberg addresses the speakers regarding the process and options available to fill Ms. Tabet's seat. She addresses Ms. Clarke and says that Mr. Knoll is not a current trainer and is currently included in the third party investigation. She thanks Mr. Flores and addresses his concerns about the Hanover report and says that the district established a mental health committee. She addresses Ms. Little and says that the Board meeting link for August 12th will be looked into.

Member Cano thanks the speakers and wishes everyone a great year. She also thanks the previous Board members for coming and for remaining invested.

Vice President Pontzer Kamkar thanks the speakers for coming. Addresses that they will discuss the process for appointing a new member at the next meeting. She says that there are different ways of gathering the input from the community. She also addresses the districting process and whether or not they will require the new member be a part of the trustee area or appoint someone who is at large. She thanks Mr. Applebaum and told him that additional funding will not be spent until the SFOC committee is established.

President Aghakhanian thanks the elected officials for coming. He says that we need more community involvement based on the applications received for SFOC. He says that he agrees that more oversight is needed. He also thanks Ms. Lorigo from BAEF and says we will continue to support. Lastly, he addresses the topic of ICE in our schools and reminds community we are a safe district.

10) NEW AND/OR UNFINISHED BUSINESS

10.a) Ratification of Agreement for Professional Services (Human Resources)

Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education ratify the agreement between the Burbank Unified School District and Alpha Interpreters, to provide American Sign Language interpreting to employees, and not to exceed (01.0-00000.0-72000-5850-7550000), effective retroactive August 1, 2025 to June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD AR--3314, as presented.

Ratification of Agreement for Professional Services (Human Resources).pdf (OF 30,812)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.b) Approval of Agreement for Professional Services with Global Lease Group (Workability)

That the Board of Education approve an agreement between Burbank Unified School District and Global Lease Group for the 60-month lease of a District vehicle to be used by the Workability program, effective August 22, 2025 through October 30, 2030, not to exceed $7,762 annually (including lease termination fees) (01.0-58100.0-11100-5611-7400000), and that authority to sign the agreement be exercised pursuant to BUSD--AR 3314, as presented.

Global Lease Group 082125.pdf (OF 30,813)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.c) Approval of Compensation Adjustment for Acting Superintendent Assignment

Sarah Rudchenko, Assistant Superintendent of Human Resources, recommends that the Board of Education to approve the Compensation Adjustment for Acting Superintendent Assignment, effective June 5, 2025 and ending on June 30, 2025, as presented.

Approval of Compensation Adjustment for Acting Superintendent Assignment.pdf PULLED

10.d) Ratification of Extension of Employment Contract for Assistant Superintendent of Educational Services

That the Board of Education to ratify the Extension of Employment Contract for Assistant Superintendent of Educational Services, effective July 1, 2025 through December 31, 2025, as presented.

Ratification_of_Extension_of_Employment_Contract_for_Assistant_Superintendent_of_Educational_Services.pdf (OF 30,814)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.e) Ratification of Interim Superintendent Employment Contract for Acting Superintendent Dr. Oscar Macias

Sarah Rudchenko, Assistant Superintendent of Human Resources, recommends that the Board of Education ratify the employment contract with Dr. Oscar Macias, as Interim Superintendent of Schools, effective July 1, 2025 and ending on June 30, 2026, unless terminated earlier as provided by the terms of the Contract or as required by law, as presented.

Ratification of Interim Superintendent Employment Contract for Acting Superintendent Dr. Oscar Macias.pdf (OF 30,815)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.f) Ratification of Verification of Requirements for a Provisional Internship Permit with the State of California Commission on Teacher Credentialing

Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education ratify the Verification of Requirements for a Provisional Internship Permit between the Burbank Unified School District and the State of California Commission on Teacher Credentialing, to fill an immediate staffing need, effective August 13, 2025 through August 13, 2026, and that authority to sign the Verification of Requirements for a Provisional internship Permit be exercised pursuant to BUSD--AR 3314, as presented.

Ratificaiton of Verification of Requirements for a Provisional Internship Permit with the State of California Commission on Teacher Credentialing.pdf (OF 30,816)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.g) Approval of Transitional Kindergarten Curriculum Guide

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt the Transitional Kindergarten Curriculum Guide, as presented.

TK Curriculum.pdf AMENDED (OF 30,817)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

11) CONSENT AGENDA

11a -11h and 11o as presented.

11.a) Approval of Minutes

Minutes 2.15.24 UNOFFICIAL AM.pdf (OF 30,818)

11.b) Approval of the 2024-2025 Purchase Order Report

Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through July 28, 2025, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf (OF 30,819)

11.c) Approval of the 2025-2026 Purchase Order Report

Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve purchase orders for 2025-2026 as listed through July 28, 2025, as presented.

2025-2026 PURCHASE ORDER REPORT.pdf (OF 30,820)

11.d) Approval of Warrants

Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve commercial warrants in the total amount of $16,549,768.66, issued July 1, 2025 through July 31, 2025, as presented.

Warrants 082125.pdf (OF 30,821)

11.e) Approval of Personnel Report Number 25-26-04

Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommend that the Board of Education approve Personnel Report number 25-26-04, covering Certificated and Classified personnel, and consisting of Pages 1 to 9 inclusive, as presented.

Personnel Report 25-26-04.pdf (OF 30,822)

11.f) Approval of Amended School Site and Department Software Licenses 2025 - 2026

Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the amended District Software Licenses and Memberships for the 2025-2026 school year, as presented.

Amendment_ School Site and Department Software Licenses_082125.pdf (OF 30,823)

11.g) Approval of Additional School Site and Department Software Licenses and Memberships for 2025 - 2026

Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the Additional District Software Licenses and Memberships for the 2025-2026 school year, as presented.

Approval_Additional_School_Site_and_Department_Software_Licenses_and_Memberships_for_2025-_2026_082125.pdf (OF 30,824)

11.h) Approval of Amended District Memberships 2025-2026

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve the amended District Memberships for the 2025-2026 school year, as presented.

Amended Memberships - Edjoin 082125.pdf (OF 30,825)

11.i) Approval of Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Approval of Instructional Consultants 082125.pdf PULLED

11.j) Approval of Agreement for Professional Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and LRA Interpreters, Inc., to provide interpreters/translators to student/families during expulsion hearings/conferences relative to Student Services on an as needed basis, effective August 21, 2025 through June 30, 2026, not to exceed $3,000 (01.0-00000.0-00000-72000-5810-7451000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Board Memo LRA 25.26 signed.pdf PULLED

11.k) Ratification of Agreement for Professional Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District and Sign Up Interpreting Services, LLC to provide interpreters/translators to student/families during expulsion hearings/conferences relative to Student Services on an as needed basis, effective August 5, 2025 through June 30, 2026, not to exceed $2,000 (01.0-00000.0-00000-72000-5810-7451000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Board Memo - Sign Up 25.26 signed.pdf PULLED

11.l) Approval of Agreement for Professional Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the agreement for services between the Burbank Unified School District and Quest Therapy Group to provide other health services on an "as needed" basis when other qualified staff are not available effective August 21, 2025 through June 30, 206, not to exceed $140,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Board Memo - Quest 25.26 signed.pdf PULLED

11.m) Approval of Agreement for Professional Services

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approves the agreement for services between the Burbank Unified School District and Covelo Group Inc. to provide other health services on an "as

needed" basis when other qualified staff are not available effective August 21, 2025 through June 30, 206, not to exceed $90,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Board Memo- Covelo 25.26 signed.pdf PULLED

11.n) Approval of Agreement for Professional Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the agreement for services between the Burbank Unified School District and Amergis Healthcare Staffing DBA Amergis Educational Staffing to provide other health services on an "as needed" basis when other qualified staff are not available effective August 21, 2025 through June 30, 206, not to exceed $180,000 (01.0-00000-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Board Memo - Amergis 25.26 signed.pdf PULLED

11.o) Approval of Burbank High School (Overnight) Field Trip

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Burbank High School Football Team (Overnight) Field Trip request to compete in an away football game in Reno, Nevada, on Thursday, September 4, 2025, through Sunday, September 7, 2025, as presented.

BHS football Team Overnight Field Trip 8 21 25.pdf (OF 30,826)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12) REPORTS FROM BOARD MEMBERS

12.a) Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

Clerk Weisberg thanks Cheif Q and staff from the Police Department for meeting with them. She gives a shout out to Ms. Vorachak for allowing her to visit and see the students engagement and is looking forward to going back to school.

Member Cano reminds community about the elementary Back to School Night.

Vice President Pontzer Kamkar congratulates everyone on a great start to the new school year.

President Aghakhanian says he attended the Burbank Council PTA and congratulates their new members. He mentions the new Superintendent's monthly newsletter and says it is very informative. Lastly, he mentions that schools are a safe place and students are protected here.

President Aghakhanian reads the retirees:

Juan De Leon, since 1997.

13) ADJOURNMENT

Meeting adjourned at 8:23 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, INTERIM SUPERINTENDENT
SECRETARY OF THE BOARD

11/6/2025
_____
DATE

_____
EMILY WEISBERG, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

September 4, 2025

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Laurette Cano

MEMBERS ABSENT:
Charlene Tabet

Also present were Oscar Macias, Interim Superintendent; Sarah Rudchenko, Assistant Superintendent, Human Resources; Peter Knapik, Assistant Superintendent, Educational Services and Mariam Abdelhamid, Assistant Superintendent, Business Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code 54957.6

Agency Negotiator: Sarah Rudchenko, Assistant Superintendent, Human Resources
Employee Organization: California School Employees Association (CSEA) Chapter 674

3.b) Public Employee Discipline/Dismissal/Release Pursuant to Government Code 54957

3.c) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code 54956.9 (b)(1) and (b)(3)(A) (OF 30,827)

Final Settlement Agreement for Special Education Students 960038028 and 960032386

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites Diana Abasta to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

Item 11b and 11c consolidated.

7) ITEMS FOR FUTURE AGENDAS

Vice President Pontzer Kamkar requests an update on the 2024 FCMAT report and also an update on enrollment policy. She would also like to add during next closed session, the Superintendent evaluation as per contract.

Clerk Weisberg requests for a timeline for the Superintendent search and how community feedback will be collected. Additionally, she asks for a report on ELOP funding. (Expanded Learning Opportunity Program)

8) PRESENTATIONS / RECOGNITIONS

8.a) Recognition of Students with perfect California Assessment of Student Performance and Progress (CAASPP) scores

Robyn Anders, Director of Instructional Technology & Accountability, will recognize secondary students with perfect California Assessment of Student Performance and Progress (CAASPP) scores from the 2024-2025 school year.

Director of Instructional Technology and Accountability, Dr. Robyn Anders, approaches podium to recognize the students who obtained the highest score possible.

9) REPORTS FROM THE BOARD AND STAFF

9.a) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Sarah Schwartz; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Sarah Schwartz, BTA President, congratulates the students recognized for their test scores. She says that it is a privilege as BTA president to spend time with members. She says that school facilities are in need of updates and repairs and asks that the Bond Committee be established.

9.b) Reports from the Superintendent

Oscar Macias, Interim Superintendent will report on items of interest to the Board of Education and the community.

Interim Superintendent, Dr. Oscar Macias, says that he was able to visit school sites during back to school night. He looks forward to visiting secondary sites next week. He congratulates the students with perfect scores in CAASP and thanks parents and staff for their role in their scores. He clarifies the intent of the email sent regarding civility. He also reports that last night, September 3rd, a resignation letter from trustee Tabet was received and accepted.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Cathy Stevens, property owner, business owner and parent of previous Burbank students, speaks on accountability. She speaks regarding Dr. Weisberg's membership with the Library Board. She says that she wants Dr. Weisberg to be held accountable for her absences. Also states that it is irregular for other school Board members to attend the City Council meeting to advocate for Dr. Weisberg.

Joel Schlossman, community member, asks about Mr. Cantwell and his absences. He speaks about the Supreme Court and the LGBTQ guidelines. Also speaks regarding the minutes. He emphasizes the rights to Freedom of Speech.

Alisa Sabshin, parent and community member, speaks regarding the consultant contract regarding the overpayment of $3,000 for Specialized Services. She asks who approved the extra $3,000 and why were the additional funds not Board approved. She asks if the Board can provide factual answers.

Suzanne Weertz, mother of two graduates, speaks regarding Dr. Jan Britz's consultancy contract. She addresses Dr. Britz's advanced payments received and the fiscal oversight.

Jef Vander Borght speaks regarding the payments to Dr. Britz and mentions that Mr. Cantwell has failed them again. He speaks regarding Dr. Abdelhamid's report about the implementation of the FCMCT findings. Mentions that staff are expected to report an overpayment.

Les Cohen, Burbank resident and previous staff member, speaks regarding his experience with public education and says that when he became aware of the allegations against trustee Tabet, he is troubled that the other board members failed to see what occurred. He asks if Mr. Cantwell's salary is being paid out of Bond funds. Lastly, he asks how the community will learn from the investigating report after completion.

Linda Bessin reads a letter which was published in the Burbank Leader in July regarding theft. She says that there was a common thread and everyone felt that they couldn't stop her behavior. There was no one they could trust to report these events. She mentions that committees can be created, but that won't solve the problem.

Caroline Solberg, community member, asks about the process to select the SFOC committee. She asks if the Perkins Eastman analysis was used and if the district is allowed to spend money before forming a committee. Also asks if we could have a town hall as a more efficient way of communication.

Kathy Wills, BUSD teacher and community member, speaks regarding the performance of Andy Cantwell. She says that the community entrusted the Board with oversight and transparency and says that the community deserves leadership.

Barry Sarna, Burbank resident and current substitute, speaks regarding the obligation of Board members. He asks about the selection of a new board member.

Cameron Hunter, BUSD parent, speaks regarding the fiscal mismanagements and lack of accountability with funds. He says that when repeated financial mistakes occur, parents hear excuses, deflections and silence. He asks staff to remember who they serve and parents need to see accountability, not avoidance.

Shauna Millman, BUSD parent, thanks Dr. Macias for the civility video and speaks regarding her discontent with how some members of the public address the board during public comment citing free speech.

Jacob Flores, Middle School Counselor, speaks regarding Interim Superintendent, Dr. Macias and his positive interactions. He mentions what he appreciates about his leadership and states that he supports Dr. Macias as Superintendent and leader of the district.

Byron Barnes, BUSD parent, speaks in support of Dr. Macias. He speaks regarding his interactions with Dr. Macias. He says that Dr. Macias is compassionate and qualified and says that there is so much money wasted and that wasting $40,000 for an open search would be a waste of money.

10.b) Superintendent's Comments

Oscar Macias, Interim Superintendent, will respond to public comment.

Interim Superintendent, Dr. Oscar Macias, addresses the fiscal matters and management. He thanks Mr. Barnes and Mr. Flores for their kind words and states that his feelings about the district are authentic. He mentions that he understands the scope and reality of why the Board wants to do a search. He also thanks Ms. Solberg for her questions.

10.c) Board Members' Responses

Board Members will respond to public comment.

Clerk Weisberg thanks Ms. Schwartz, and asks Mr. Maxwell and Dr. Macias to visit school sites to ensure that we are compliant with playground equipment. She says that it was disheartening to see so many people in City Council trying to remove her from the Library Board. She wasn't present for that discussion. She asks Mr. Vander Borght and Ms. Solberg to email their questions and that she loves the idea of a town hall. She asks Ms. Wills if she can email her questions to answer them thoroughly. She thanks the rest of the speakers for coming and expresses that she echoes everything said about Dr. Macias and explains that it's important that the community be involved in the process. She shares details about the selection of SFOC members.

Member Cano thanks everyone for coming. She says that she is listening to all the suggestions. The idea of a town hall would help the community and district staff communicate better.

Vice President Pontzer Kamkar says that they will not discuss a staff member's performance, however, she says that they are finding more things than they anticipated. She mentions that she discussed the Superintendent search with Dr. Macias prior to requesting that the RFP be placed on the agenda. She addresses the question about Mr. Cantwell's salary being paid out of bond funds. States that they sent some contracts back and that they are coming back tonight for approval. Lastly, she shares that a redacted version of the Sobel report will be shared.

President Aghakhanian says that there were questions about trust and questions about our system. He says that he wants to form a committee to establish a second set of eyes. Also, that there are concerns and questions about specific individuals. He says that they rely on people to do their work and staff will be held responsible. He says that these are systematic concerns. He thanks everyone for their comments and also agrees a town hall is a great idea.

11) REPORTS TO THE BOARD

11.a) Report on United Against Hate Campaign

Oscar Macias, Interim Superintendent, introduced Diana Abasta and Marcia Ramos from Burbank Relations Council who reported on the United Against Hate Campaign, as presented.

Burbank Human Relations Council BUSD 2025.pdf (OF 30,828)

11.b) Report on Burbank Unified School District Class of 2025 Senior Non-Graduates

Peter Knapik, Assistant Superintendent of Educational Services, will report to the Board of Education on 2024-2025 Graduation and Senior Non-Grads, as presented.

Consolidated with 11c.

11.c) Report on Burbank Unified School District 2025 Graduation Data and Summer School

Dr. Peter Knapik, Assistant Superintendent of Educational Services, and Dr. Robyn Anders, Director of Instructional Technology & Accountability, will report to the Board of Education on the 2024-2025 High School California Dashboard Measures, as presented.

2025 High School Graduation Data Summer School 9 4 25.pdf (OF 30,829)

13) NEW AND/OR UNFINISHED BUSINESS

13.a) Approval of District s Initial Proposal for the 2024-2027 Successor to the Current Collective Bargaining Agreement with the California School Employee Association (CSEA), Chapter 674

Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommended that the Board of Education approve the District s 2024-2027 Initial Bargaining proposal with the California School Employee Association (CSEA), Chapter 674.

Approval of District's Initial Proposal for the 2024-2027 Successor to the Current Collective Bargaining Agreement with the California School Employee Association (CSEA), Chapter 674..pdf (OF 30,832)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.b) Adoption of Resolution 1 - Proclaiming the Month of September 2025 as PTA Membership Month

Oscar Macias, Interim Superintendent, recommended that the Board of Education adopt Resolution 1 proclaiming the month of September 2025 as PTA Membership Month.

Resolution - PTA Membership Month.pdf (OF 30,830)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.c) Adoption of Resolution 2 Authorizing 2024-2025 Interfund Transfer to Retiree Benefits Activity Fund

That the Board of Education adopt Resolution 2 - Authorizing 2024-2025 Interfund Transfer to Retiree Benefits Activity Fund, not to exceed $2,500,000, as presented.

Adoption_of_Resolution_2_-_2024-2025_Interfund_Transfer_Retiree_Benefits_Activity.pdf (OF 30,833)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.d) Adoption of Resolution 3 Authorizing 2025-2026 Interfund Transfer to Retiree Benefits Activity Fund

That the Board of Education adopt Resolution 3 - Authorizing 2025-2026 Interfund Transfer to Retiree Benefits Activity Fund, not to exceed $2,500,000, as presented.

Adoption_of_Resolution_3_-_2025-2026_Interfund_Transfer_Retiree_Benefits_Activity.pdf (OF 30,834)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.e) Adoption of Resolution 4 - Adopting the Gann Limit for Fiscal Years 2024-2025 and 2025-2026

That the Board of Education Adopt Resolution 4 -Adopting the Gann Limit for 2024-2025 and 2025-2026 fiscal years, as amended.

Adoption of Resolution 4 - Adopting the Gann Limit for Fiscal Years 2024-2025 and 2025-2026.pdf AMENDED (OF 30,835)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.f) Approval of the Unaudited Actuals for the 2024-2025 Fiscal Year

Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the unaudited actuals report for the 2024-2025 school year, as amended.

Approval of the Unaudited Actuals for the 2024-2025 Fiscal Year.pdf AMENDED (OF 30,836)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.g) Adoption of Resolution 5 - Declaring a Board Vacancy

Oscar Macias, Interim Superintendent, recommends that the Board of Education adopt Resolution 5 - Declaring a Board Vacancy effective September 5, 2025, as presented. PULLED

Resolution 5 - Declaring Board Vacancy.pdf PULLED

13.h) Acceptance of the California School Employees Association (CSEA, Burbank Chapter 674, Initial Proposal for Bargaining a 2024-2027 Successor to the Current Agreement with the Burbank Unified School District

That the Board of Education accept the California School Employees Association (CSEA), Chapter 674, Initial Proposal for Bargaining a 2024-2027 Successor to the Current Agreement with the Burbank Unified School District, as presented.

Acceptance of the California School Employees Association (CSEA), Burbank Chapter 674, Initial Proposal for Bargaining a 2024-2027 Successor to the Current Agreement with the Burbank Unified School District.pdf (OF 30,837)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.i) Ratification of Agreement for Professional Services, Lozano Smith, Attorneys at Law, (General, Bond, and Special Education Funds)

That the Board of Education ratify an agreement between the Burbank Unified School District and Lozano Smith, Attorneys at Law, to provide specialized legal services in the area of facilities and construction, effective, July 1, 2025 through June 30, 2026, not to exceed $403,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund) and (21.0-00000.0-00000-85000-5820-7400000) (Bond Fund) and (01.0-65000.0-50010-

21000-5820-7440000) (Special Education Fund), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Lozano Smith Agreement 090425.pdf (OF 30,838)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.j) Approval of List of Selected Firms for On-Call Architectural Services for the ABC Bond Program and Other District Projects

That the award of the firms listed in Exhibit A to provide on-call architectural and engineering services for the ABC Bond Program and other projects throughout the District, as presented.

Approval On-Call Architects 090425.pdf (OF 30,839)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.k) Approval of District Standard Products and Methods (2025) for the ABC Bond Program and All District Projects

That the Board of Education approves of the District Standard Products and Methods (2025) for the ABC Bond Program and all District Projects, as presented.

Approval District Standards Products and Methods 090425.pdf (OF 30,840)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.l) Los Angeles County School Trustees Association (LACSTA) 2025-26 Annual Representation

That the Board of Education designate a representative to the Los Angeles County School Trustees Association for the 2025-26 school year, as presented.

LACSTA.pdf (OF 30,841)

It was moved by Armond Aghakhanian, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

Clerk Weisberg is appointed.

13.m) Approval of Arts for All Advancement Grant Program Agreement CONTRACT #: RT008592

That the Board of Education approve the Arts for All Advancement Grant Agreement between the Burbank Unified School District and the Los Angeles County Arts

Commission, effective September 5, 2025 through June 30, 2026, to accept an award amount of $25,000, and that authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

AD Grant 2025-2026 9 4 25.pdf (OF 30,842)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.n) Discussion and Approval of a Request for Proposal (RFP) for a Superintendent Search Consultant

That the Board of Education discuss and approve a budget allocation of up to $40,000 (01.0-00000.0-00000-72000-5850-756-0000-0000) for executive search consultant services, schedule a study session to establish high-level leadership priorities and approve the proposed RFP timeline, as presented.

RFP for Superintendent Search Consultant.pdf (OF 30,843)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.o) Discussion of Process for Appointment of Board Trustee to Vacant Seat

That the Board of Education discuss the process and timeline for making a provisional appointment to the vacated Trustee seat, as presented.

The Board of Education discusses a special election which would cost at a minimum of $330,000 for an at large seat. Vice President Pontzer Kamkar recommends appointing someone to the vacated trustee seat. Interim Superintendent references Board bylaw to fill the seat. The Board reviews the questions that will be asked of the trustee applicants.

BAI Filling Seat.pdf (OF 30,844)

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

12.a) Public Hearing of the District's Initial Proposal for the 2024-2027 Successor to the Current Collective Bargaining Agreement with the California School Employees Association (CSEA), Chapter 674

The Board of Education will hold a public hearing to allow public comment regarding the District's Initial Proposal for the 2024-2027 Successor to the Current Collective Bargaining Agreement with the California School Employees Association (CSEA), Chapter 674, as presented.

Public Hearing of the District's Initial Proposal for the 2024-2027 Successor to the Current Collective Bargaining Agreement with the California School Employees Association (CSEA), Chapter 674.pdf (OF 30,831)

14) CONSENT AGENDA

14.a) Action on Final Settlement Agreement (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960038028, total not to exceed $25,000, (01.0-65000.0-50010-36000-5813-7440000), August 7, 2025 through December 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960038028 Settlement Agreement.pdf (OF 30,845)

14.b) Action on Final Settlement Agreement (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960032386, total not to exceed $13,186.80, (01.0-65000.0-50010-36000-5813-7440000), August 13, 2025 through July 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032386 Settlement Agreement.pdf (OF 30,846)

14.c) Ratification of Agreement for Professional Services Provided by Oren R. Boxer, Ph.D., A Psychological Corporation for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Dr. Oren R. Boxer, Ph.D., A Psychological Corporation, to provide a psychoeducational IEE, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960038028, effective August 7, 2025 through December 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960038028 Oren Boxer_Ratification.pdf (OF 30,847)

14.d) Approval of Minutes

Minutes 3.7.24 UNOFFICIAL AM.pdf (OF 30,848)

14.e) Approval of Minutes

Minutes 4.4.24 UNOFFICIAL AM.pdf (OF 30,849)

14.f) Approval of Minutes

Minutes 4.18.24 UNOFFICIAL AM.pdf (OF 30,850)

14.g) Approval of Minutes

Minutes 5.2.24 UNOFFICIAL AM.pdf (OF 30,851)

14.h) Approval of Minutes

Minutes 5.14.24 Sp UNOFFICIAL AM.pdf (OF 30,852)

14.i) Approval of Minutes

Minutes 5.16.24 UNOFFICIAL AM.pdf (OF 30,853)

14.j) Approval of Minutes

Minutes 6.6.24 UNOFFICIAL AM.pdf (OF 30,854)

14.k) Approval of the 2025-2026 Purchase Order Report

Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve purchase orders for 2025-2026 as listed through August 11, 2025, as presented.

2025-2026 PURCHASE ORDER REPORT.pdf (OF 30,855)

14.l) Ratification of University Agreement- California State University, Los Angeles

Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education ratify the University Agreement between the Burbank Unified School District and California State University, Los Angeles to provide field experience effective August 14, 2025 through three (3) years on August 13, 2028, unless terminated by either party on advance written notice, and that authority to sign the Agreement be exercised pursuant to BUSD AR--3314, as presented.

Ratification of University Agreement- California State University, Los Angeles.pdf (OF 30,856)

14.m) Approval of University Agreement- Western Governor's University

Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and Western Governor's University to provide field experience effective September 5, 2025 through three (3) years on September 5, 2028, unless terminated by either party on advance written notice, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Approval of University Agreement- Western Governor's University.pdf (OF 30,857)

14.n) Approval of Personnel Report Number 25-26-05

Sarah Rudchenko, Assistant Superintendent of Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-05,

covering Certificated and Classified personnel, and consisting of Pages 1 to 13 inclusive, as presented.

Personnel Report 25-26-05.pdf (OF 30,858)

14.o) Approval of Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Approval of Instructional Consultants 090425.pdf (OF 30,859)

14.p) Ratification of Agreement for Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Ratification of Agreement for Instructional Consultant Svcs 090425.pdf (OF 30,860)

14.q) Ratification of Agreement for Professional Services Provided by Emit Learning LLC for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Emit Learning LLC to provide a credentialed special education teacher, not to exceed $115,045.00 (01.0-65000.0-57601-11804-5810-7440000), effective August 20, 2025 through May 28, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Emit Learning_Ratification.pdf (OF 30,861)

14.r) Ratification of Agreement for Professional Services Provided by Deandra Schmidt, M.S., CCC-SLP for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Deandra Schmidt, M.S., CCC-SLP for Special Education student 960035043, for a total not to exceed of $3,000 (01.0-65360.0-57602-11900-5850-7440000), effective August 20, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960035043 Deandra Schmidt_Ratification.pdf (OF 30,862)

14.s) Ratification of Reimbursement to Parent for Transportation (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify reimbursement to the parent of Special Education student 960021110 to visit student who attends a Non Public School (NPS) outside the local area and per their IEP, not to exceed $8,000, effective June 1, 2025 through June 30, 2026, (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 960021110 Parent Reimbursement_Ratification.pdf (OF 30,863)

14.t) Ratification of Agreement for Professional Services Provided by Tiny Hands Therapy Inc. for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Tiny Hands Therapy, LLC to provide occupational therapy to special education students, not to exceed $96,900 (01.0-65000.0-57602-11900-5850-7440000), effective August 4, 2025 through January 9, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Tiny Hands Therapy_Ratification.pdf (OF 30,864)

14.u) Ratification of Agreement for Professional Services Provided by Professional Tutors of America for Special Education

Peter Knapik, Assistant Superintendent of Educational 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 960032386, for a total not to exceed of $2,288 (01.0-65360.0-57602-11900-5850-7440000), effective August 6, 2025 through May 28, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032386 Professional Tutors of America_Ratification.pdf (OF 30,865)

14.v) Ratification of Agreement for Professional Services Provided by Hillsides for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Hillsides, to provide ESS services to Special Education students, not to exceed $75,000 (01.0-65000.0-57602-11900-5850-7440000), effective August 13, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Hillsides_Ratification.pdf (OF 30,866)

14.w) Amended Agreement for Professional Services Provided by Aya Healthcare, Inc. for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District

and Aya Healthcare, Inc. to provide up to two credentialed special education teachers, not to exceed $271,950 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was July 24, 2025 for a total not to exceed $135,975. This amendment adds one additional special education teacher, for a total of two special education teachers, with an increase of $135,975. The new not to exceed amount is $271,950.

SPED Professional Services Aya Healthcare_Amendment.pdf (OF 30,867)

14.x) Ratification of Agreement for Professional Services Provided by Hathaway-Sycamores Child and Family Services for Special Education

Ratification of Agreement for Professional Services Provided by Hathaway-Sycamores Child and Family Services for Special Education, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Hathaway Sycamores, to provide Educationally Related Mental Health services for special education students at Magnolia Park School, not to exceed $255,700 (1.0-33270.0-57601-11800-5810-7440000 = $194,192.88 and 01.0-65460.0-57601-1180-5810-7440000 = $36,989.12). Effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Hathaway-Sycamores_Ratification.pdf (OF 30,868)

14.y) Ratification of Agreement for Professional Services Provided by Hathaway-Sycamores Child and Family Services for Special Education

Peter Knapik, Assistant Superintendent of Educational Services recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Hathaway Sycamores, to provide Educationally Related Mental Health services for Special Education students at Magnolia Park School, not to exceed $478,860 (01.0-65460.0-57601-1180-5810-7440000) Effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Hathaway-Sycamores (SELPA)_Ratification.pdf (OF 30,869)

14.z) Ratification of Agreement for Professional Services Provided by The Stepping Stones Group for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and The Stepping Stones Group to provide a credentialed special education teacher, not to exceed $126,562.80 (01.0-65000.0-57601-11804-5810-7440000), effective August 11, 2025 through May 28, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services The Stepping Stones Group_Ratification.pdf (OF 30,870)

14.aa) Ratification of Agreement for Professional Services Provided by Assessment, Consultation & Treatment, Inc. for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Assessment, Consultation & Treatment, Inc. for Special Education student 960035043, for a total not to exceed of $2,500 (01.0-65360.0-57602-11900-5850-7440000), effective August 12, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960035043 Assessment, Consultation & Treatment_Ratification.pdf (OF 30,871)

14.ab) Ratification of Agreement for Professional Services Provided by ACS Creative LLC for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and ACS Creative LLC for Special Education student 960035043, for a total not to exceed of $3,000 (01.0-65360.0-57602-11900-5850-7440000), effective August 12, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960035043 ACS Creative_Ratification.pdf (OF 30,872)

14.ac) Ratification of Agreement for Professional Services Provided by Simun Psychological Assessment Group PC for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Simun Psychological Assessment Group PC for Special Education student 960035043, for a total not to exceed of $6,000 (01.0-65360.0-57602-11900-5850-7440000), effective August 22, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960035043 Simun Psychological Assessment Group PC_Ratification.pdf (OF 30,873)

14.ad) Approval of Award of Contract, Lincoln Aquatics, Furnish and Delivery of Pool and Safety Equipment, Aquatic Center Modernization, Burbank High School (Capital Outlay)

The Facilities Services Department recommends that the Board of Education approve an award of contract between Burbank Unified School District and Lincoln Aquatics for the Furnish and Delivery of the Pool and Safety Equipment for the Aquatic Center Modernization at Burbank High School, effective September 5, 2025 through September 4, 2026, not to exceed $80,282.04 (40.0-90329-0-00000-85000-6250-4310000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD -AR3314, as presented.

9-4 AOC_Lincoln Aquatics_BHS Pool_Capital Outlay.pdf (OF 30,874)

14.ae) Approval of Dolores Huerta Middle School Yearbook (Overnight) Field Trip

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Huerta Middle School yearbook (Overnight) field trip request to attend the Walworth 2025 Elite Weekend in Garden Grove, CA, on Friday, September 26, 2025, through Sunday, September 28, 2025, as presented.

Huerta Yearbook overnight 9 4 25.pdf (OF 30,875)

14.af) Approval of Memorandum of Understanding (MOU) between Burbank Unified School District -Burbank Adult School and Brighton Care Center

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Memorandum of Understanding (MOU) between Burbank Unified School District-Burbank Adult School and Brighton Care Center, as presented.

BAS Brighton Care Center 9 4 25.pdf (OF 30,876)

14.ag) Approval of Amended Agreement between BAS and iHeartMEDIA

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend the original agreement between the Burbank Unified School District, Burbank Adult School and iHeartMedia approved in September 2024 and ratify the new amount to be paid, period covered July 19, 2024 through June 30, 2025, not to exceed $ 35,200. (11.0-63910.0-41101-27000-5850-5330000) - $8.800, (11.0-63910.0-41102-27000-58505330000)- $8.800, (11.0-63910.0-41104-27000-5850-5330000) - $8.800, (11.0-63910.0-4110627000-5850-5330000) - $8.800 and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Amended BAS iHeartMEDIA 9 4 25.pdf (OF 30,877)

14.ah) Ratification of Agreement for Professional Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratifies the agreement for services between the Burbank Unified School District and Quest Therapy Group to provide other health services on an "as needed" basis when other qualified staff are not available effective August 13, 2025 through June 30, 2026, not to exceed $140,000 (01.0-00000-11100-10000-5810-7450000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Board Memo - Quest 25.26 signed.pdf (OF 30,878)

14.ai) Ratification of Agreement for Professional Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratifies the agreement for services between the Burbank Unified School District and Covelo Group Inc. to provide other health services on an "as needed" basis when other qualified staff are not available effective August 22, 2025 through June 30, 2026, not to exceed $90,000 (01.0-00000-11100-10000-5810-7450000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Board Memo - Covelo 25.26 signed.pdf (OF 30,879)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

15) REPORTS FROM BOARD MEMBERS

15.a) Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

Board Members welcome everyone back to school.

President Aghakhanian reads the retirements:
Beverly Bussard, since 1999.

16) ADJOURNMENT

Clerk Weisberg adjourned meeting at 11:22 p.m., in memory of Fletcher and Harper from the Enunciation Catholic School shooting.

MINUTES APPROVED:

_____
OSCAR MACIAS, INTERIM SUPERINTENDENT
SECRETARY OF THE BOARD

11/6/2025
_____
DATE

_____
EMILY WEISBERG, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

October 7, 2025

Burbank Unified School District
Third Floor – Board Room
1900 W. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Laurette Cano

Also present were Oscar Macias, Interim Superintendent; Peter Knapik, Assistant Superintendent, Educational Services and Mariam Abdelhamid, Assistant Superintendent, Business Services.

1) CALL TO ORDER/PLEDGE OF ALLEGIANCE

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

2.b) Staff Responses

2.c) Board Members' Responses

Meeting adjourned to closed session at 5:01 p.m.

3) CLOSED SESSION

3.a) Public Employee Discipline/Dismissal/Release Pursuant to Government Code 54957

3.b) Public Employee Performance Evaluation Pursuant to Government Code 54957

Title: Interim Superintendent of Schools

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites Councilmember Rizzotti to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

6) REQUESTS TO ADDRESS THE BOARD

6.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Clerk Weisberg proposes to limit public comment to two minutes.
Vote 3-1. AYES: Vice President Pontzer Kamkar, Clerk Weisberg and Member Cano. NAYS: President Aghakhanian

Sarah Schwartz, BTA President via virtual public speaker, speaks regarding the selection of the new Board trustee and how important this decision.

Marsha Ramos, community member and former Mayor, speaks regarding the task of selecting a new trustee for the Board of Education. She says that the community is trusting them to select the most qualified member of the community. She speaks in support of Debbie Kukta.

Suzanne Weerts, community member, speaks regarding the selection of a new Board member. She says that the next Superintendent should have the foundation to succeed. She speaks in support of Debbie Kukta.

Anita Schackmann, Burbank resident and retired BUSD administrator, speaks regarding the selection of the SFOC committee. She speaks about two highly qualified applicants who were not selected.

Councilmember Chris Rizzotti, community member, speaks on his support of Debbie Kukta.

Barry Sarna, community member, speaks regarding the appointment of the new Board member. He speaks in support of Debbie Kukta and says that Debbie would be a no-nonsense choice.

Kathy Wills, community member and current teacher at Roosevelt, speaks regarding the selection of a new Board member. She states that the failure of proper oversight led the district to where we are today. She mentions Andy Cantwell's absence and asks Board to fill the vacancy with a qualified person.

Steve Roman, president of Burbank Association of Realtors and parent speaks regarding the selection of a new Board trustee. He says that the trustee will be responsible for evaluating the Superintendent. He also mentions that the trustee must be qualified and a trusted leader. He asks that Debbie Kukta be selected.

Ann Marie Osgood, Burbank resident, speaks regarding the appointment of the new Board trustee. She says that restoring integrity and accountability isn't optional. She says that she speaks with parents daily and that they are not asking about test scores but about the unraveling of this school district. She ends by saying to vote for Debbie Kukta.

Gavin Cho, says that he withdrew his application earlier today. He wants to place his focus on his professional capacity with the Burbank Arts and Education foundation. Wishes Board good luck.

Alexandra Helfrich speaks in support of Debbie Kukta. She says that the public is entrusting them to make the right decision and the public can call for a special election and those dollars would be

taken away from our students. Public trusts that they will make the best decision. She says that the only candidate who can hit the ground running is Debbie Kukta.

6.b) Superintendent's Comments

Oscar Macias, Interim Superintendent, will respond to public comment.

Interim Superintendent, Dr. Oscar Macias, thanks all the speakers for coming.

6.c) Board Members' Responses

Board Members will respond to public comment.

Clerk Weisberg thanks the speakers for sharing their input and thanks everyone who emailed them. She says that it's upsetting that they are willing to take funding away from students and request a special election because they don't like who they select. She has emailed Ms. Schackmann who she finds is trying to improve the district. She asks that the community please think about the good happening within the district. She thanks Ms. Osgood and asked the community to reframe their thought process. She thanks all the applicants and those supportive of the district. She looks forward to hearing the candidates today.

Member Cano thanks the candidates for applying. She mentions that the majority are parents and involved with the PTA. She mentions that she has asked Dr. Macias as a Board member, what they can or cannot do.

Vice President Pontzer Kamkar thanks all the applicants. She mentions a brief description about the process. She says that we have nineteen candidates and doesn't want anyone to be discouraged because one specific candidate was highlighted today. She reminds the community that there are two big decisions needed to be made within the next fourteen months. She says that they have to select the Superintendent and a Board member. She says that they are still waiting for the third party investigation.

President Aghakhanian thanks all of the applicants. He says that he understands that they will go through the process and that they have acknowledged what has occurred in the district.

7) NEW AND/OR UNFINISHED BUSINESS

7.a) Board Vacancy Interviews and Selection

Oscar Macias, Interim Superintendent, recommends that the Board of Education conduct interviews and select a provisional appointment to the vacated Trustee seat, as presented.

Interim Superintendent, Dr. Oscar Macias, gives a brief explanation of the reason for the Board vacancy, and says that this individual will serve at-large. He explains the interview process and that everyone will be asked the same questions. The order of applicants was chosen at random from his office.

There was discussion at the dais as to how the interview process would be conducted with asking questions. They review the questions and decide who would ask each question.

It was decided to interview all candidates tonight. A decision will be made at Thursday's Board meeting.

Order of Candidates:
Adam Lippert
Carrie Walko
Kristine Hovhannisyan - No Show
Gavin Cho - Withdrew
Celia Needum
Debbie Kukta
Michael Morgan
Justin Robertson
Jessica Dolbear
Mollye de Armendi
Tyler Granlund
Anne Vitoreli
Annie Savage Cross
Christa Kassouny
Karen Herrera -No Show
Kelsey Olson
Arshia Khan- No Show
Annie Markarian
East Chao
Jamie DeWitt

Board Vacancy.pdf (OF 30,916)

8) ADJOURNMENT

Meeting adjourned to the October 9th Board meeting at 6:00 p.m. at the District Office.
Motion by Clerk Weisberg and seconded by Vice President Pontzer Kamkar. 4-0, Motion passes unanimously.

Meeting adjourned at 10:00 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, INTERIM SUPERINTENDENT
SECRETARY OF THE BOARD

11/6/2025
_____
DATE

_____
EMILY WEISBERG, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

October 9, 2025

Burbank Unified School District
Third Floor – Board Room
1900 W. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Armond Aghakhanian
Abby Pontzer Kamkar
Emily Weisberg
Laurette Cano

Also present were Oscar Macias, Interim Superintendent; Peter Knapik, Assistant Superintendent, Educational Services and Mariam Abdelhamid, Assistant Superintendent, Business Services.

Meeting continued from item 7a) from Tuesday, October 7th Board of Education Meeting. President Aghakhanian begins the discussion regarding the selection of the new Board member.

Vice President Pontzer Kamkar reviews the candidates and the trustee areas they were from. She mentions that there are a lot of amazing candidates and that someone who has school site council experience and has exposure to school districts would be able to step into this role.

Clerk Weisberg says that she thought about academic goals, which are tied to LCAP. She considers academic goals as priority. She says they are not looking for a new CBO and wants to make the right choice for the right reasons.

Member Cano says that she looked for education experience and understanding of funding. She says that a whole new group of people have come forward and that it's exciting to see that.

President Aghakhanian says that he is looking for someone with fiscal experience who understands the system and can help us. He says that the ability to come in and understand our operation is what concerns him most.

President Aghakhanian nominates Debbie Kukta and Annie Markarian .
Vice President Pontzer Kamkar nominates Celia Needum, Justin Robertson and Kelsey Olson.
Member Cano nominates Christa Kassouny, Debbie Kukta and Jamie DeWitt.
Clerk Weisberg nominates Celia Needum, Kelsey Olson and Justin Robertson.

Debbie Kukta, Celia Needum, Justin Roberson, Kelsey Olson are the candidates with at least two votes.

Board members held a discussion regarding the reasons why they chose their nominees.

Voting:
Debbie Kukta - Motion by President Aghakhanian and second by Member Cano.
AYES: Aghakhanian and Cano. NAYS: Pontzer Kamkar and Weisberg.
Celia Needum - Motion by Vice President Pontzer Kamkar and second by Clerk Weisberg.
AYES: Aghakhanian and Cano. NAYS: Pontzer Kamkar and Weisberg.
Justin Robertson - Motion by Vice President Pontzer Kamkar and second by Clerk Weisberg.
AYES: Aghakhanian and Cano. NAYS: Pontzer Kamkar and Weisberg.
Kelsey Olson - Motion by Vice President Pontzer Kamkar and second by Clerk Weisberg.
AYES: Pontzer Kamkar, Weisberg and Cano. NAYS: Aghakhanian.

Kelsey Olson is appointed as the new Board member.

Meeting adjourned at 7:55 p.m. for a five minute recess.

Meeting for 10-9-25 opens at 8:07 p.m.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

Joel Schlossman, community member, addresses Clerk Weisberg's comment from a couple meeting back and on how she interrupted an employee while presenting on an item. He also mentions a video message from the Interim Superintendent and how it revokes free speech.

2.b) Staff Responses

2.c) Board Members' Responses

Clerk Weisberg addresses Mr. Schlossman's comments. She mentions if he was referring to Ms. Barzegar's presentation, that she apologizes and if she felt anything other than enthusiasm during her presentation. She mentions Dr. Macias' message was not about him specifically, but about the community as a whole.

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code 54957.6

Agency Negotiator: Oscar Macias, Interim Superintendent Employee Organization: California School Employees Association (CSEA) Chapter 674

3.b) Action on Student Expulsion (OF 30,917)

The Board of Education will take action in closed session pursuant to Education Code Sections 48900(a)(1), 48900(2), and 48915(a)(1)(A) on the expulsion recommendation by the Administrative Hearing Panel for Student 960026727, as presented.

3.c) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code 54956.9 (b)(1) and (b)(3)(A) (OF 30,918)

Final Settlement Agreement for Special Education Student 960027476

3.d) Public Employee Discipline/Dismissal/Release Pursuant to Government Code 54957 (OF 30,919)

3.e) Public Employee Performance Evaluation Pursuant to Government Code 54957

Title: Interim Superintendent of Schools

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites Sarah Schwartz to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

Matter of expulsion of student 960026727. Board accepted recommendation of the administrative hearing panel. Vice President Pontzer Kamkar motioned and Clerk Weisberg seconded. Motion passed 4-0.

Acceptance of Written Determination and decision regarding employee CT-190-25. Vice President Pontzker Kamkar motioned, President Aghakhanian seconded. Motion passed 3-1. AYES: Pontzer Kamkar, Aghakhanian and Cano. NAYS: Weisberg.

6) ADJUSTMENTS TO THE AGENDA

Superintendent, Dr. Macias would like to pull item 8, the Oath of Office, and move to the October 16th meeting.
Also, would like to pull items 12d, 12h and 12j and move to the October 16th meeting.

7) ITEMS FOR FUTURE AGENDAS

Clerk Weisberg would like a report at our next meeting about a timeline for making adjustments to our website. Additionally, she requests an update on metrics and site by site goals for DEI.

Vice President Pontzer Kamkar would like an update on the surplus property status in closed session. Also, she would like more information about the tip line and if it can be used as a whistleblower hotline.

President Aghakhanian asks Interim Superintendent, Dr. Oscar Macias, to seek information from sites to see if any of the students are interested in assisting with our website and social media updates, and report back.

8) OATH OF OFFICE

Pulled and tabled to 10/16/25 meeting.

8.a) Administration of the Oath of Office for Incoming Board of Education Member
PULLED

Oscar Macias, Interim Superintendent will introduce Armond Aghakhanian, President, Board of Education, who will administer the Oath of Office to incoming Board of Education Member, upon their provisional appointment to the Board for a term effective immediately and expiring on December 10, 2026.

9) REPORTS FROM THE BOARD AND STAFF

9.a) Student Representatives

Haily Hoang, John Burroughs High School; Natalie Garibyan, Burbank High School, and Hayk Smbatyan, Monterey High School; reported on activities at their respective schools.
Hayk Smbatyan is absent.

9.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Sarah Schwartz; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Sarah Schwartz, BTA President and BUSD parent, begins by welcoming new Board member Olson. She reviews expectations of the BTA and mentions that the BTA is looking forward in working together along with the new Board member, and to accomplish much more.

9.c) Reports from the Superintendent

Oscar Macias, Interim Superintendent will report on items of interest to the Board of Education and the community.

Interim Superintendent, Dr. Oscar Macias, congratulates Ms. Olson on her new role as a Board member. He shares that corrective action was taken to change Mr. Cantwell's salary to be charged by the general fund. Also says that the new SFOC members for Measure ABC were onboarded last night with legal support from Lozano Smith. Lastly, he shares that this coming Monday is a pupil-free day and staff development day.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Max Meserve, virtual public speaker, speaks about Google Chrome and AI. He proposes that the district block the AI feature and use an extension to block it. He believes that young developing minds should learn to think on their own.

Joel Schlossman, community member, thanks Dr. Aghakhanian for supporting Ms. Kukta. He mentions to the Board members to notice that Ms. Olson went home. He brought up that Ms. Cano discriminated against Ms. Kukta for discussing her age and that it's not inclusive.

Diane Rana, District Director for Assembly member Nick Shultz, reads a letter from Assembly member Nick Schultz regarding the allegations of misconduct that became subject of a criminal prosecution. Mentions that he is ready to help in the rebuilding process and congratulates Ms. Olson.

Linda Walmsley, community member, speaks regarding the approval of Mr. Cantwell's new contract. She reviews some of his new position's duties and his salary breakdown. She questions if he is in fact on a leave and that his contract allows for mutual termination.

Melissa McFarlane speaks regarding item 12b. She shares her concerns regarding the ongoing district leadership deficit. She mentions that Sarah Rudchenko and Andy Cantwell are both being paid their full salary while on leave. She states that FCMAT recommended maintaining adequate staffing and asks how can BUSD afford to keep two of their highest administrators on paid leave.

Elizabeth Tignini, BUSD parent and PTA Board member, speaks regarding her concerns of liability with the district. She speaks regarding the Title IX non-compliance complaint process and asks who is acting as the investigator. She highlights the areas in which the district has failed.

Paige Oliver, BUSD parent and community member, speaks regarding a Title IX investigation involving her child. She says that she requested a Title IX investigation on September 19th and that the district did not reach out until today. She also references outdated information on the website and on the parent packet.

John Butterworth, speaks regarding LACOE reports. He discusses the first interim reports for 23-24 and 25-26. He notes that the reserves fell below 3%. States that a 3% reserve doesn't cover a month of payroll. He mention that two funds projected have negative balances and asks for transparency about these fiscal concerns.

Anita Schackmann, Burbank resident, speaks regarding the districts financial obligations. She references a letter from the Superintendent of Schools to Dr. Weisberg. The letter included several observations and recommendations. She mentions Mr. Cantwell presented the letter and referenced a positive certification instead of the downgrade the county had sent. Also, she states that the letter was never posted on the website.

Alexandra Helfrich speaks regarding her public comments on the October 7th Board meeting. She shares her email sent to the Board members. Mentions that her comments were criticized as being threatening and apologizes for the misunderstanding.

Jessica Vitanza, Burbank business owner, says that she is appalled by the meeting tonight. She speaks regarding the mother who spoke about the Title IX investigation. She thanks President

Aghakhanian for suggesting Ms. Kukta be selected as the Board member. She suggests the Board read Robert's Rule of Orders and hope that Ms. Olson was chosen for the right reasons.

Byron Barnes, BUSD parent and community member, speaks regarding the lack of response from the Around the Bell program.

Vladimir Hovhannisyan, BUSD student, speaks regarding AI. He says that he disagrees with the statement from previous speaker Max Meserve. He says that not using AI will not change the process, it just makes the process easier and quicker. He mentions that Gemini and ChatGPT are already blocked and that students are ready to adapt to new technology.

10.b) Superintendent's Comments

Oscar Macias, Interim Superintendent, will respond to public comment.

Interim Superintendent, Dr. Oscar Macias, thanks all the speakers. He says that the district has a team which understands the gravity and sensitivity of the work that needs to be done. Regarding budget concerns, he anticipates having a budget advisory committee. He says that there are things to look into and analyze. He addresses Mr. Barnes and tells him that Dr. Knapik will connect with him. He addresses Ms. Oliver and says that it doesn't sit well with him if a child is not made to feel comfortable. Lastly, he mentions that the data parent confirmation and incorrect information on the website will be addressed.

10.c) Board Members' Responses

Board Members will respond to public comment.

Member Cano begins by stating her comments on age were about herself and not Ms. Kukta. She addresses Max and Vlad and speaks regarding AI. She responds to Mr. Schlossman's comments and lets the public speakers know that some of the information they are requesting can't be talked about due to confidentiality. She responds to Ms. Tignini and Ms. Oliver about their concerns and that administrators will be handling this situation. Thanks all the speakers and mentions that a lot is changing.

Clerk Weisberg thanks Sarah Schwartz for sharing the criteria of expectations for the new Board member. She addresses Max regarding AI and explains some of the benefits she sees it provides for our students. She also addresses that she uses the couple hours of time before the Board meetings to answer emails. Clarifies that the website will be worked on and updated as that is a concern of hers.

Vice President Pontzer Kamkar addresses Max about AI. Reminds community we have people in place to hold things together and will continue to correct errors and change processes. She thanks Ms. Tignini for her conversation about Title IX. She responds to Mr. Butterworth and Ms. Schackmann regarding their comments. She addresses Mr. Barnes and says that Mr. Knapik will reach out regarding his comment.

President Aghakhanian thanks Diane Rana for representing Assembly member Nick Schultz. He addresses Ms. Oliver and thanks her for not giving up. Also, thanks Mr. Barnes and says that staff will follow up with his concerns. He says that they can't speak regarding concerns with staff due to confidentiality. Mentions that he appreciates the community’s input.

Assistant Superintendent of Business Services, Dr. Mariam Abdelhamid, addresses concerns shared regarding the FCMAT findings and fiscal concerns.

11) PUBLIC HEARING - Approximately 7:30 p.m.

11.a) Public Hearing - In the Matter of Determining Sufficiency of Pupil Textbooks and Instructional Materials for 2025-2026

A Public Hearing will be held consistent with the provisions of Education Code Section 60119, Sufficiency of Pupil Textbook and Instructional Materials for the 2024-2025 school year. The purpose of the hearing is to adopt a resolution and to provide parents, teachers, students, members of the community, and bargaining unit leaders with an opportunity to comment regarding insufficient textbooks or instructional materials, or both, for pupils enrolled in the Burbank schools, including English learners, in each of the following subjects that are aligned to the academic content standards and consistent with the content and cycles of the curriculum framework adopted by the State Board of Education: History/social science, mathematics, English/language arts, including the English language development component of an adopted program, science, health, foreign language, and science lab equipment for courses offered in grades 9 to 12. All persons interested in reviewing such information should contact Peter Knapik, Assistant Superintendent, Educational Services, Burbank Unified School District at (818) 729-4451.

PUBHEARNEWS 2025-2026.pdf (OF 30,920)

12) NEW AND/OR UNFINISHED BUSINESS

12.a) Ratification of Resolution 8 - Proclaiming October as Burbank Unified School District s Filipino American History Month

That the Board of Education ratify Resolution 8 Proclaiming the month of October 2025, as Burbank Unified School District s Filipino American History Month, as presented.

Filipino American History Month 10 9 25.pdf (OF 30,921)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.b) Adoption of Resolution 9 Proclaiming October 12, 2025 through October 18, 2025, as Week of the School Administrator

That the Board of Education adopt Resolution 9 Proclaiming October 12, 2025 through October 18, 2025, as Week of the School Administrator.

Adoption of Resolution 9 Proclaiming October 12, 2025 through October 18, 2025, as Week of the School Administrator.pdf (OF 30,922)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.c) Adoption of Resolution 10 In the Matter of Determining Sufficiency of Pupil Textbooks and Instructional Materials and Instructional Materials Funding Realignment Program (IMFRP) Certification of Provision of Standards-Aligned Instructional Materials, 2025-2026

That the Board of Education adopt Resolution 10 In the Matter of Determining Sufficiency of Pupil Textbooks and Instructional Materials and Instructional Materials Funding Realignment Program (IMFRP) Certification of Provision of Standards-Aligned Instructional Materials, 2025-2026, as presented.

Resolution_10_Sufficiency_of_Pupil_Textbooks__2025 26.pdf (OF 30,923)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.d) Ratification of Agreement for Professional Services, LunchAssist (Cafeteria Fund)

That the Board of Education ratify the agreement between Burbank Unified School District and LunchAssist to provide its software and services effective October 1, 2025 through September 30, 2026, not to exceed $33,000 (61.0 53100.0 00000 37000 5840 7490000), and that authority to sign the contract pursuant to BUSD—AR 3314, as presented.

LunchAssist_Agreement_100925.pdf PULLED

12.e) Approval of Deductive Change Order to Agreement with AMS.NET LLC (MGT) for 2025 E-Rate Network and Wireless Infrastructure Projects SPURR Mini-Bid (Bond Funds)

That the Board of Education approve the deductive change order to the agreement between Burbank Unified School District and AMS.NET LLC (MGT) for the 2025 E-Rate Network and Wireless Infrastructure Projects SPURR Mini-Bid, not to exceed $5,813,182.66, (21.0-00000.0-92000-85000-6249-7730000) Bond Funds, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval_ Change Order_2025 E-Rate Network and Wireless Infrastructure Project_100925.pdf (OF 30,924)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.f) Approval of Deductive Change Orders, The Garland Company Inc., Purchase of Roofing Material, Measure ABC Summer Roofing Project, Various Sites (Measure ABC Bond Fund)

That the Board of Education approve the deductive change orders between Burbank Unified School District and The Garland Company Inc., for roofing materials at

Various Sites, Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented. Note: The deductive change orders reflect payment discounts that were provided for prompt payments, CMAS contract discounts, as well as a reduction in freight savings by delivering via rail. However, between the original contracts approvals and the issuance of the purchase orders, the local sales tax rate increased from 10.25% to 10.50%. These adjustments have been added to the revised contract totals. The following pricing adjustments have been calculated and dispersed accordingly amongst the roofing material contracts: $61,778.63 in payment discounts $95,956.46 in CMAS contract discounts $23,093.86 in reduced shipping charges $23,791.36 in sales tax increase

Ded CO_CMAS_Garland_Various Sites_Bond.pdf (OF 30,925)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.g) Approval of School-Connected Independent 501c3 Organizations for 2025-2026

That the Board of Education approve the School-Connected Independent 501c3 Organizations, School Year 2025-2026, pursuant to Administrative Regulation 1230: Community Relations – School-Connected Organizations, effective October 10, 2025, through October 9, 2026, as presented.

School_Connected_Organizations_10 9 25.pdf (OF 30,926)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.h) Approval of Authorization to Execute University Agreements for the 2025-2026 School Year

That the Board of Education approve the Authorization to Execute University Agreements for the 2025-2026 School Year, as presented.

Approval of Universal Agreements for the 2025-2026 School Year.pdf PULLED

12.i) Ratification of 100% Childcare Fee Reduction for Unduplicated Students Paid by Expanded Learning Opportunities Program for Conundrum Theater Company from August 1, 2025, through July 31, 2026

That the Board of Education approve the 100% reduction in fees for unduplicated students and the Agreement between the Conundrum Theater Company and Burbank Unified School District to provide services and childcare at a 100% rate reduction paid by the Expanded Learning Opportunities Program (ELOP), not to exceed $205,130.00 (01.0-2600.0-0-00000-27000-5810-7429000), effective August 1, 2025 through July 31, 2026, and that authority to sign this agreement be exercised pursuant to BUSD -AR 3314, as presented.

Ratification Agrmt Conundrum Theater.pdf (OF 30,927)

It was moved by Emily Weisberg, and seconded by Abigail Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.j) Approval of Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records, as presented.

Approval of Board Policy and Regulations 100925.pdf PULLED

13) CONSENT AGENDA

13b-13t and 13v-13an as presented and 13u as amended.
13a as presented. Member Cano abstains from 13a. Motion Vice President Pontzer Kamkar, second by Clerk Weisberg. Motion passes.

13.a) Approval of Minutes

Minutes 11.21.24 UNOFFICIAL AM.pdf (OF 30,928)

13.b) Approval of Minutes

Minutes 12.12.24 UNOFFICIAL AM.pdf (OF 30,929)

13.c) Approval of Minutes

Minutes 12.19.24 UNOFFICIAL AM.pdf (OF 30,930)

13.d) Approval of Minutes

Minutes 12.26.24 UNOFFICIAL AM.pdf (OF 30,931)

13.e) Approval of Minutes

Minutes 1.16.25 UNOFFICIAL AM.pdf (OF 30,932)

13.f) Approval of Minutes

Minutes 2.6.25 UNOFFICIAL AM.pdf (OF 30,933)

13.g) Approval of Minutes

Minutes 2.20.25 UNOFFICIAL AM.pdf (OF 30,934)

13.h) Approval of Minutes

Minutes 3.6.25 UNOFFICIAL AM.pdf (OF 30,935)

13.i) Approval of Minutes

Minutes 3.27.25 UNOFFICIAL AM.pdf (OF 30,936)

13.j) Approval of Minutes

Minutes 4.3.25 UNOFFICIAL AM.pdf (OF 30,937)

13.k) Approval of Minutes

Minutes 4.17.25 UNOFFICIAL AM.pdf (OF 30,938)

13.l) Approval of Minutes

Minutes 5.1.25 UNOFFICIAL AM.pdf (OF 30,939)

13.m) Approval of Minutes

Minutes 5.15.25 UNOFFICIAL AM.pdf (OF 30,940)

13.n) Approval of Minutes

Minutes 6.4.25 Sp UNOFFICIAL AM.pdf (OF 30,941)

13.o) Approval of Minutes

Minutes 6.5.25 UNOFFICIAL AM.pdf (OF 30,942)

13.p) Approval of Minutes

Minutes 6.11.25 Sp UNOFFICIAL AM.pdf (OF 30,943)

13.q) Approval of Minutes

Minutes 6.18.25 UNOFFICIAL AM.pdf (OF 30,944)

13.r) Approval of Minutes

Minutes 9.18.25 UNOFFICIAL AM.pdf (OF 30,945)

13.s) Approval of the 2025-2026 Purchase Order Report

Mariam Abdelhamid, Assistant Superintendent of Business Services, recommends that the Board of Education approve purchase orders for 2025-2026 as listed through September 15, 2025, as presented.

2025-2026 PURCHASE ORDER REPORT.pdf (OF 30,946)

13.t) Approval of Agreement for Special Services with School Services of California

Mariam Abdelhamid, Assistant Superintendent of Business Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and School Services of California, effective November 1, 2025 through June 30, 2026, not to exceed $4,310 (01.0-00000.0-00000-72000-5850-7470000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

School Services Agmt 100925.pdf (OF 30,947)

13.u) Approval of Personnel Report 25-26-06

Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-06, covering Certificated and Classified personnel, and consisting of Pages 1 to 39 inclusive, as presented.

Personnel Report 25-26-06.pdf AMENDED (OF 30,948)

13.v) Amended Agreement for Professional Services Provided by Aya Healthcare, Inc. for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Aya Healthcare, Inc. to provide up to four credentialed special education teachers, not to exceed $521,850 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval, dated July 24, 2025, authorized an amount not to exceed $135,975. A subsequent amendment, approved on September 4, 2025, added one additional special education teacher, bringing the total to two special education teachers and increased the amount to $271,950. This amendment adds two more special education teachers, for a total of four, with an additional increase of $249,900. The revised agreement is not-to-exceed amount is $521,850.

SPED Professional Services Aya Healthcare_Amendment.pdf (OF 30,949)

13.w) Approval of Agreement for Professional Services Provided by Caryn Tomer for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Caryn Tomer to provide special education training and professional development, not to exceed $2,100 (01.0-65000.0-57602-11900-5850-7440000), effective October 10, 2025 through March 10, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 33114, as presented.

SPED Professional Services Caryn Tomer.pdf (OF 30,950)

13.x) Ratification of Agreement for Professional Services Provided by Moonshine Consultants Inc. for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Moonshine Consultants Inc. to provide a credentialed special education teacher, not to exceed $109,515 (01.0-65000.0-57601-11804-5810-7440000), effective September 29, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Moonshine Consultants_Ratification.pdf (OF 30,951)

13.y) Ratification of Agreement for Professional Services Provided by Deborah Rondeau for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Debra Rondeau, to provide services and assessments for students with orthopedic impairments, not to exceed $7,700 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Deborah Rondeau_Ratification.pdf (OF 30,952)

13.z) Ratification of Agreement for Professional Services Provided by Provital Speech Therapy Inc. for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Provital Speech Therapy Inc., to provide a speech and language pathologist, not to exceed $170,880 (01.0-65000.0-57602-11901-5850-7440000), effective September 15, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 33114, as presented.

SPED Professional Services Provital Speech Therapy_Ratification.pdf (OF 30,953)

13.aa) Ratification of Agreement for Professional Services Provided by Ausin Texas Learning Group, LLC for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Ausin Texas Learning Group, LLC to provide a credentialed special education teacher, not to exceed $108,388 (01.0-65000.0-57601-11804-5810-7440000), effective September 15, 2025 through May 28, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Ausin Texas Learning Group_Ratification.pdf (OF 30,954)

13.ab) Ratification of Agreement for Professional Services Provided by Knarik Babayan, CTE Burbank LLC DBA Pro Therapy for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Knarik Babayan, CET Burbank LLC DBA Pro Therapy to provide a speech and language pathologist, not to exceed $182,560 (01.0-65000.0-57602-11901-5850-7440000), effective September 8, 2025 through May 28, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 33114, as presented.

SPED Professional Services Knarik Babayan_Ratification.pdf (OF 30,955)

13.ac) Ratification of Agreement for Professional Services Provided by University of California, San Diego for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and University of California, San Diego to provide case consultation and assessment for Special Education student 960039177, not to exceed $3,920 (01.0-65000.0-57602-11900-5850-7440000), effective August 25, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 33114, as presented.

SPED Professional Services University of California, San Diego_Ratification.pdf (OF 30,956)

13.ad) Ratification of Agreement for Professional Services Provided by Soliant Health, LLC for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Soliant Health, LLC to provide a special education adaptive physical education (APE) teacher, not to exceed $101,745 (01.0-65000.0-57601-11804-5810-7440000), effective September 22, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Soliant Health_Ratification.pdf (OF 30,957)

13.ae) Approval of Amendment to Agreement with Softchoice/U.S. Bank Equipment Finance for Sophos Ltd., District-wide (General Fund)

Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the amendment to the agreement between Burbank Unified School District and U.S. Bank Equipment Finance, not to exceed $149,869.57 (01.0-00000.0-00000-77000-5840-7730000), (General Fund), effective July 22, 2023, through July 21, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval_Amended Agreement_US Bank_100925.pdf (OF 30,958)

13.af) Approval of Agreement for Professional Services Provided by Simun Psychological Assessment Group PC for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Simun Psychological Assessment Group PC for Special Education student 960029084, for a total not to exceed of $6,000 (01.0-65000.0-57602-11900-5850-7440000), effective October 10, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960029084 Simun Psychological Assessment Group.pdf (OF 30,959)

13.ag) Action on Final Settlement Agreement (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960027476, total not to exceed $3,123.52, (01.0-65000.0-50010-36000-5813-7440000), September 23, 2025 through May 31, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027476 Settlement Agreement.pdf (OF 30,960)

13.ah) Ratification of John Burroughs High School Varsity Volleyball (Overnight) Field Trip

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the John Burroughs High School Varsity Volleyball (Overnight) Field Trip request to participate in the Varsity Molten Power Classic Volleyball Tournament in Redondo Beach, CA from Friday, October 3, 2025 through Saturday, October 4, 2025, as presented.

JBHS Varisty Volleyball Overnight Field Trip 10 9 25.pdf (OF 30,961)

13.ai) Ratification of Agreement for Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Ratification of Agreement for Instructional Consultant Svcs 100925.pdf (OF 30,962)

13.aj) Approval of John Burroughs High School Competition Cheer Team (Overnight) Field Trip

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the John Burroughs High School Competition Cheer Team (Overnight) Field Trip request to participate in the Cheer Nationals Competition in Las Vegas, NV from Thursday, February 19, 2026 through Sunday, February 22, 2026, as presented.

JBHS Competition Cheer Team Overnight Field Trip 10 9 25.pdf (OF 30,963)

13.ak) Approval of Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Approval of Instructional Consultants 100925.pdf (OF 30,964)

13.al) Approval of John Burroughs High School Vocal Music Association (Overnight) Field Trip

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the John Burroughs High School Vocal Music Association (Overnight) Field Trip request to participate in the Chicago Choir Competition in Chicago, IL from Thursday, March 12, 2026 through Monday, March 16, 2026, as presented.

JBHS_VMA_Extended_Overnight_Field_Trip Chicago 10 9 25.pdf (OF 30,965)

13.am) Approval of Purchase, Class Leasing, Two (2) Relocatable Classroom Buildings, Adult School Medical Career Training Program, Burbank Adult School (Adult Education Fund)

The Administrative Services Department recommends that the Board of Education approve the purchase between Burbank Unified School District and Class Leasing for Two (2) Relocatable Classroom Buildings for the Burbank Adult School Medical Career Training Program, not to exceed $248,030.00 (11.0-63910.0-41104-85000-6237-5330000) Adult Education Fund, and that authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented.

AOP_ Class Leasing_BAS_Adult Ed Fund.pdf (OF 30,966)

13.an) Approval of Award of Contract, Sierra School Equipment Co., Furnish and Install New Crusader Chairs, Auditorium, Roosevelt Elementary (Gift Fund)

The Administrative Services Department recommends that the Board of Education approve an award of contract between Burbank Unified School District and Sierra School Equipment Co., for the Furnish and Install of new Crusader Chairs in the Auditorium at Roosevelt Elementary, effective October 10, 2025 to October 9, 2026, not to exceed $134,092.00 (010-90820-0-11100-10000-6405-214-0000-0000) Gift Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

AOC_Sierra Equipment_Roosevelt_Gift.pdf (OF 30,967)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

14) REPORTS FROM BOARD MEMBERS

14.a) Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

Clerk Weisberg thanks the DEI parents at Disney for their advocacy. She also thanks Dr. Harris and Dr. Macias for their responsiveness.

Vice President Pontzer Kamkar reads the retirees:
Lauren Van Krieken, since 1991
Jose Roberto Villalta, Since 1999

15) ADJOURNMENT

Meeting adjourned at 10:55 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, INTERIM SUPERINTENDENT
SECRETARY OF THE BOARD

11/6/2025
_____
DATE

_____
EMILY WEISBERG, CLERK

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 09/23/2025 & 10/13/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
25002174	GENESIS FLOOR COVERING, INC.	CARRYOVER PO; 2425-018: REMOVE AND REPLACE EPOXY FLOOR AT BURROUGHS HS KITCHEN; CHILD NUTRITION SCHOOL PROGRAM FUNDS; BOARD APPROVED 12/12/24	FOOD SERVICES	130	$4,802.55
25002644	HILLSIDES EDUCATION CENTER	CARRYOVER PO; PROFESSIONAL SERVICES AGREEMENT; EDUCATIONAL SUPPORT FOR STUDENTS; SPECIAL EDUCATION - MENTAL HEALTH FUNDS	SPECIAL EDUCATION	010	$10,400.00
25002664	GUITAR CENTER	CARRYOVER PO; MUSICAL INSTRUMENTS; ARTS FOR ALL FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$9,967.10
25002844	AME BUILDERS INC.	C/O 1: DECREASE BY $4,000.00; CARRYOVER PO; 2425-024-02; EMERGECNY ROOF REPAIR AT DISTRICT OFFICE; EMERGENCY FUNDS; BOARD APPROVED 2/6/25	FACILITIES SERVICES	010	$4,415.00
25003197	JOSTENS, INC.	CARRYOVER & C/O; DIPLOMAS AND COVERS	INSTRUCTIONAL SERVICES	010	$1,088.08
25004404	WILDLIFE LEARNING CENTER	CARRYOVER PO; CONSULTANT AGREEMENT; WILDLIFE PRESENTATION; ELOP FUNDS; BOARD APPROVED 10/17/024	CHILD DEVELOPMENT SERVICES	010	$1,455.01
26000166	ALEXANDER JR, HENRY WALLACE	C/O 1: INCREASE BY $6,834.00; 2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,750.00
26000215	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $1,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; TITLE I FUNDS	MC KINLEY ELEMENTARY	010	$2,000.00
26000219	AMAZON CAPITAL SERVICES	C/O 3: INCREASE BY $5,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	MILLER ELEMENTARY	010	$11,250.00
26000242	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $1,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$1,250.00
26000280	PLUMBING WHOLESALE OUTLET INC	C/O 2: INCREASE BY $50,000.00; 2025-26 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$70,000.00
26000458	GRIMCO, INC.	C/O 1: INCREASE BY $2,900.00; 2025-26 BLANKET ORDER; PRINTING SUPPLIES	WAREHOUSE	010	$3,000.00
26000480	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $5,000.00; 2025-26 BLANKET ORDER; CLASROOM AND OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$13,000.00
26000497	AAB CORPORATION	C/O 1: INCREASE BY $25,000.00; CONSULTANT AGREEEMENT; MARKETING SERVICES; ADULT EDUCATION - BLOCK GRANT; BOARD APPROVED 8/11/25	BURBANK ADULT SCHOOL	110	$34,000.00
26000613	AMAZON CAPITAL SERVICES	C/O 2: INCREASE BY $500.00; 2025-26 BLANKET ORDER; CLASSROOM SUPPLIES AND MATERIALS	BRET HARTE ELEMENTARY	010	$1,000.00

BOARD DETAIL REPORT

Printed between 09/23/2025 & 10/13/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26000618	AMS.NET, LLC	C/O 1: REDUCE BY $3,256,000.86; 2425-025: 2025 E-RATE NETWORK AND WIRELESS INFRASTRUCTURE PROJECT; BOND FUNDS; BOARD APPROVED 3/6/25 AND 10/9/25	TECHNOLOGY SERVICES	210	$5,813,182.66
26000642	AMAZON CAPITAL SERVICES	C/O 2: INCREASE BY $2,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$6,000.00
26000681	NASCO WEST	C/O 1: REDUCE BY $ 376.71; CLASSROOM SUPPLIES; PERKINS GRANT	MUIR MIDDLE SCHOOL	010	$10,932.01
26000853	SCHOOL SPECIALTY, INC	C/O 1: INICREASE BY $13.20; CLASSROOM SUPPLIES	PROVIDENCIA ELEMENTARY	010	$59.91
26000868	EMS LINQ INC	C/O 1: INCREASE BY $1,824.16; SOFTWARE LICENSE; CHILD NUTRITION SCHOOL PROGRAM FUNDS; BOARD APPROVED 7/10/25	FOOD SERVICES	130	$59,834.71
26000905	AMPLIFY EDUCATION INC.	C/O 1: INCREASE BY $40.44; SOFTWARE LICENSE; BOARD APPROVED 11/6/25	INSTRUCTIONAL SERVICES	010	$54,402.92
26001084	JPMORGAN CHASE BANK	2025-26 BLANKET ORDER; VARIOUS PURCHASES	PERSONNEL SERVICES	010	$3,000.00
26001085	CENGAGE LEARNING	E-BOOKS; TITLE III - IMMIGRANT EDUCATION FUNDS	BURBANK HIGH SCHOOL	010	$3,850.00
26001086	LACOE	COUNTY COMPLIANCE MATERIALS; TITLE I FUNDS	INSTRUCTIONAL SERVICES	010	$1,043.64
26001087	PRINTERSAURUS REX, INC.	CUSTOM CLOTHING	JEFFERSON ELEMENTARY	010	$2,139.11
26001088	WHITE'S STUDIOS	STAFF PHOTOS	MUIR MIDDLE SCHOOL	010	$157.46
26001089	LIGHTSPEED TECHNOLOGIES	TECHNOLOGY SUPPLIES	STEVENSON ELEMENTARY	010	$274.20
26001090	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; LEONIS ADOBE MUSEUM; PTA FUNDS	BRET HARTE ELEMENTARY	010	$1,590.00
26001091	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; HUNTINGTON LIBRARY; PTA FUNDS	WASHINGTON ELEMENTARY	010	$1,500.00
26001092	COMPLETE BUSINESS SYSTEMS	OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$785.93
26001093	BARNES AND NOBLE INC	BOOKS	MUIR MIDDLE SCHOOL	010	$114.12
26001094	GRESHAM, JANICE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$34.82
26001095	ARROW RESTAURANT EQUIPMENT	REPLACEMENT FREEZER FOR KITCHEN AT PROVIDENCIA; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$7,142.72
26001096	WALK AND TALK HOLDINGS, INC	EVENT RENTAL EQUIPMENT; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$605.00
26001097	ANDERSON, LUKE	CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; BOARD APPROVED 7/24/25	STEVENSON ELEMENTARY	010	$3,600.00
26001098	WESTERN INDOOR ENVIRONMENTAL SERVICES	KITCHEN EXHAUST CLEANING AT VARIOUS SITES; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$7,950.00
26001099	BURBANK PRINTING	WAREHOUSE STOCK; OFFICE SUPPLIES	WAREHOUSE	010	$2,399.03

BOARD DETAIL REPORT

Printed between 09/23/2025 & 10/13/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26001100	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	HORACE MANN CHILDREN´S CENTER	010	$1,801.51
26001101	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; FRC ELEMENTARY FUNDS	EDISON ELEMENTARY	010	$600.00
26001102	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$55.00
26001103	SCHOOL SPECIALTY, INC	FURNITURE	DISNEY ELEMENTARY	250	$799.98
26001104	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; DIRECTORS GUILD THEATER	BURBANK HIGH SCHOOL	010	$885.00
26001105	WALLACE IMPORTS	TECHNOLOGY EQUIPMENT; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$86.25
26001106	POSITIVE PROMOTIONS	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$344.25
26001107	KINETIC LIGHTING INC	TECHNOLOGY SUPPLIES; AMS FUNDS	BURBANK HIGH SCHOOL	010	$818.83
26001108	SHI INTERNATIONAL CORP	SOFTWARE LICENSE; CTIG FUNDS; BOARD APPROVED 8/21/25	INSTRUCTIONAL SERVICES	010	$54,006.00
26001109	SCREENCASTIFY LLC	SOFTWARE LICENSE; BOARD APPROVED 8/21/25	INSTRUCTIONAL SERVICES	010	$864.00
26001110	RENAISSANCE LEARNING	SOFTWARE LICENSE; TITLE III-LEP FUNDS; BOARD APPROVED 6/18/25	INSTRUCTIONAL SERVICES	010	$8,604.00
26001111	JPMORGAN CHASE BANK	CONFERENCE REGISTRATION FEES	PERSONNEL SERVICES	010	$925.00
26001112	CHARLES TAYLOR ENVIRONMENTAL TECHNICAL SERVICES	ENVIRONMENTAL SERVICES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,225.00
26001113	PROFESSIONAL TURF SPECIALTIES, INC.	BHS BASEBALL FIELD MAINTENANCE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$14,900.00
26001114	WAXIE SANITARY SUPPLY	2025-26 BLANKET ORDER; CUSTODIAL SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$17,000.00
26001115	THE ZONES OF REGULATION, INC.	E-BOOKS & ONLINE TRAINING; MEDI-CAL FUNDS	SPECIAL EDUCATION	010	$4,536.40
26001116	SOUTHWEST SCHOOL & OFFICE SUPPLY	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$10,000.00
26001118	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$165.51
26001119	AERIES SOFTWARE	VIRTUAL CONFERENCE REGISTRATION; CAASPP TESTING FUNDS	INSTRUCTIONAL SERVICES	010	$558.00
26001120	EDMENTUM, INC.	INSTRUCTIONAL SOFTWARE; ADULT EDUCATION-BLOCK GRANT FUNDS; BOARD APPROVED 6/18/25	BURBANK ADULT SCHOOL	110	$1,161.00
26001121	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	EDISON ELEMENTARY	010	$133.99
26001122	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES	DISNEY ELEMENTARY	250	$248.25

Printed between 09/23/2025 & 10/13/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26001123	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$95.54
26001124	BRIC FOUNDATION	FIELD TRIP ADMISSION; CTEI GRANT	BURBANK HIGH SCHOOL	010	$2,795.00
26001125	BROOKS, MARY	REIMBURSEMENT TO GUIDANCE TECH FOR OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$172.34
26001126	NICK RAIL MUSIC INC	MUSICAL INSTRUMENT SUPPLIES; PROP 28 FUNDS	MUIR MIDDLE SCHOOL	010	$244.74
26001127	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	HORACE MANN CHILDREN´S CENTER	010	$2,918.64
26001128	T-MOBILE	MONTHLY PHONE PLAN; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$386.75
26001129	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; MEDI-CAL FUNDS	SPECIAL EDUCATION	010	$2,000.00
26001130	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; GIFT FUNDS	DISNEY ELEMENTARY	010	$2,000.00
26001131	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; AMS FUNDS	BURBANK HIGH SCHOOL	010	$217.69
26001132	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	DISNEY ELEMENTARY	010	$118.95
26001133	CDW-G - COMPUTER DISCOUNT WHSE	GOOGLE WORKSPACE FOR EDUCATION SOFTWARE LICENSE; BOARD APPROVED 6/18/25	INSTRUCTIONAL SERVICES	010	$48,438.78
26001134	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$331.22
26001135	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT	LUTHER BURBANK MIDDLE SCHOOL	010	$5,445.58
26001136	RUSSELL SIGLER INC	HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,796.83
26001137	LEO ROSENBLUM & ASSOCIATES	CONSULTANT AGREEMENT; INTERPRETING & TRANSLATOIN SERVICES; BOARD APPROVED 9/18/25	Student Services	010	$3,000.00
26001138	SOUTHWEST SCHOOL & OFFICE SUPPLY	FURNITURE; ELOP FUNDS	CHILD DEVELOPMENT SERVICES	010	$6,554.12
26001139	DICK BLICK CO	CLASSROOM SUPPLIES; AMS FUNDS	EMERSON ELEMENTARY	010	$37.79
26001140	NASCO WEST	CLASSROOM SUPPLIES; AMS FUNDS	EMERSON ELEMENTARY	010	$809.41
26001141	SIGN UP INTERPRETING SERVICES, LLC	CONSULTANT AGREEMENT; INTERPRETING SERVICES; BOARD APPROVED 9/18/25	Student Services	010	$2,000.00
26001142	PEARSON ASSESSMENT	TESTING MATERIALS; MEDI-CAL FUNDS	SPECIAL EDUCATION	010	$268.93
26001143	SAFEGUARD BUSINESS SYSTEMS, INC.	BANKING SUPPLIES	BUSINESS OFFICE	010	$333.80
26001144	HANOVER RESEARCH COUNCIL LLC	CONSULTANT AGREEMENT; CUSTOM RESEARCH QUEUE; LCAP FUNDS; BOARD APPROVED 3/27/25	INSTRUCTIONAL SERVICES	010	$48,300.00
26001145	CMC SOUTH	CONFERENCE REGISTRATION FEES; TITLE 1 FUNDS	EMERSON ELEMENTARY	010	$1,276.00

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26001146	TEACHER CREATED RESOURCES	LIBRARY SUPPLIES; GIFT FUNDS	DISNEY ELEMENTARY	010	$132.22
26001147	MCDONALD, CHRISTY	RIEMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$39.31
26001149	ESPECIAL NEEDS	CLASSROOM EQUIPMENT; MEDI-CAL FUNDS	HORACE MANN CHILDREN´S CENTER	010	$331.65
26001150	DEMCO INC	LIBRARY SUPPLIES & EQUIPMENT; GIFT FUNDS	DISNEY ELEMENTARY	010	$566.65
26001151	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$1,000.00
26001152	BUDDY'S ALL STARS	CUSTOM PATCHES; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$2,293.90
26001153	AMERICAN OUTDOOR EDUCATION LLC	OSS ADMISSION; GIFT FUNDS; BOARD APPROVED 6/18/25	WASHINGTON ELEMENTARY	010	$20,263.73
26001154	PAVEL, MARA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$269.49
26001155	LINKIN PRINTS	CUSTOM CLOTHING	JEFFERSON ELEMENTARY	010	$3,600.09
26001156	SAFEGUARD BUSINESS SYSTEMS, INC.	BANKING SUPPLIES; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$173.47
26001157	JPMORGAN CHASE BANK	OVERSIZE BANNER PRINTING FOR FUNDRAISER; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$397.80
26001158	NEXTDAY DELIVERY SERVICE, INC	2025-26 BLANKET ORDER; DISTRICT MAIL PICKUP SERVICE	PERSONNEL SERVICES	010	$6,000.00
26001159	STUDENT TELEVISION NETWORK	2025-26 MEMBERSHIP RENEWAL; AME GRANT; BOARD APPROVED 6/18/25	BURBANK HIGH SCHOOL	010	$125.00
26001160	WALK AND TALK HOLDINGS, INC	STAGE RENTAL; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$105.00
26001161	LOSKUTOV, ALEXEI	MUSICAL INSTRUMENT REPAIRS	MUIR MIDDLE SCHOOL	010	$1,000.00
26001162	STAR-DUST TOURS INC DBA THE BUS	STUDENT TRANSPORTATION; OSS; FRC ELEMENTARY FUNDS	EMERSON ELEMENTARY	010	$6,800.00
26001163	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$3,535.00
26001164	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$1,930.00
26001165	CARRERAS TOURS LLC	STUDENT TRANSPORTATION; OSS; FRC ELEMENTARY FUNDS	DISNEY ELEMENTARY	010	$7,751.80
26001166	AKIFUMI SOMA	CONSULTANT AGREEMENT; SCHOOL ASSEMBLY; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$1,500.00
26001167	PACINO, LORI	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD AND SUPPLIES FOR EVENT; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$457.00
26001168	RENAISSANCE LEARNING	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/18/25	WASHINGTON ELEMENTARY	010	$2,427.00
26001169	ACE BUSINESS MACHINES, INC.	OFFICE SUPPLIES	BUSINESS OFFICE	010	$677.13
26001170	SHOWCHOIRSTOCK.COM	SHOW CHOIR SONG DESIGN AND ARRANGEMENT	BURBANK HIGH SCHOOL	010	$2,000.00
26001171	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; PIERCE COLLEGE	MONTEREY HIGH SCHOOL	010	$715.00

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26001172	NJP SPORTS INC	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	VARIOUS SITES	010	$1,735.73
26001173	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$17,502.50
26001174	BURBANK IRRIGATION SUPPLY	2025-26 BLANKET ORDER; LANDSCAPING SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,525.00
26001175	RENAISSANCE LEARNING	SOFTWARE LICENSE; LCAP FUNDS; BOARD APPROVED 6/18/25	ROOSEVELT ELEMENTARY	010	$8,700.00
26001176	WILDLIFE LEARNING CENTER	FIELD TRIP ADMISSION; WILDLIFE LEARNING CENTER; FRC ELEMENTARY FUNDS	PROVIDENCIA ELEMENTARY	010	$720.00
26001177	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; PTA FUNDS	EMERSON ELEMENTARY	010	$2,250.00
26001178	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT	TECHNOLOGY SERVICES	010	$675.40
26001179	CUSTOMINK, LLC	CUSTOM CLOTHING	JEFFERSON ELEMENTARY	010	$962.23
26001180	HEGGERTY PHONEMIC AWARENESS	BOOKS; Title III - LEP FUNDS	BRET HARTE ELEMENTARY	010	$170.28
26001181	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; FRC ELEMENTARY FUNDS	STEVENSON ELEMENTARY	010	$2,000.00
26001182	TRUJILLO, YOLANDA E.	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	STEVENSON ELEMENTARY	010	$98.90
26001183	PALI INSTITUTE	FIELD TRIP ADMISSION; OSS; GIFT FUNDS: BOARD APPROVED 6/18/25	ROOSEVELT ELEMENTARY	010	$34,412.50
26001184	PEARSON EDUCATION, INC.	BOOKS; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$1,161.06
26001185	AMERICAN OUTDOOR EDUCATION LLC	FIELD TRIP ADMISSION; OSS; FRC ELEMENTARY FUNDS; BOARD APPROVED 6/18/25	BRET HARTE ELEMENTARY	010	$37,979.49
26001186	DIAMOND, NICOLE ALYSE	REIMBURSEMENT TO TEACHER FOR FURNITURE; FRC ELEMENTARY FUNDS	STEVENSON ELEMENTARY	010	$43.89
26001187	BELIVEAU, ALYSSA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	STEVENSON ELEMENTARY	010	$100.00
26001188	PACIFIC COACHWAYS CHARTER SERVICES INC	STUDENT TRANSPORTATION; OSS; FRC FUNDS	BRET HARTE ELEMENTARY	010	$8,778.50
26001189	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$900.00
26001190	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$2,000.00
26001191	BERTRAND'S MUSIC	2025-26 BLANKET ORDER; INSTRUMENT REPAIRS	LUTHER BURBANK MIDDLE SCHOOL	010	$500.00
26001192	LOYD, MARILYN	REIMBURSEMENT TO VOLUNTEER FOR SOFTWARE; FRC ELEMENTARY FUNDS	STEVENSON ELEMENTARY	010	$119.99
26001193	JAMF SOFTWARE LLC	PROFESSIONAL DEVELOPMENT	TECHNOLOGY SERVICES	010	$18,000.00
26001194	BARBARA MICHELE STEINBERG	CLASSROOM SUPPLIES; TITLE III - LEP FUNDS	WASHINGTON ELEMENTARY	010	$249.02

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26001195	POCKET NURSE	HEALTH SUPPLIES; ADULT EDUCATION - ELL PATHWAYS	BURBANK ADULT SCHOOL	110	$302.68
26001196	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$125.13
26001197	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; DISNEYLAND; ACCOUNTS RECEIVABLE	LUTHER BURBANK MIDDLE SCHOOL	010	$1,400.00
26001199	DUNN, SUSAN	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,127.00
26001200	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; SAN GABRIEL MISSION PLAYHOUSE; FRC ELEMENTARY FUNDS	PROVIDENCIA ELEMENTARY	010	$850.00
26001201	FAMILY SERVICE AGENCY OF BURBANK	CONSULTANT AGREEMENT; STUDENT COUNSELING SERVICE; LCAP FUNDS	INSTRUCTIONAL SERVICES	010	$131,500.00
26001202	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; WILDLIFE LEARNING CENTER; FRC ELEMENTARY FUNDS	PROVIDENCIA ELEMENTARY	010	$425.00
26001203	SIRAMARK INC	BOOKS; GIFT FUNDS	EMERSON ELEMENTARY	010	$29.83
26001204	JPMORGAN CHASE BANK	SPED TRAVEL EXPENSES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$1,444.97
26001205	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; JET AVIATION; CTIG FUNDS	INSTRUCTIONAL SERVICES	010	$1,500.00
26001206	PRO-ED	TESTING MATERIALS	SPECIAL EDUCATION	010	$252.82
26001207	JPMORGAN CHASE BANK	SET CONSTRUCTION MATERIALS FOR DRAMA; PROP 28 FUNDS	EMERSON ELEMENTARY	010	$265.97
26001208	SHAKER SHIRTS	CUSTOM CLOTHING; FRC ELEMENTARY FUNDS	EDISON ELEMENTARY	010	$1,598.94
26001209	OUTLOOK NEWSPAPERS	ADVERTISING FOR BID	FISCAL SERVICES	010	$1,704.00
26001210	DELTAMATH SOLUTIONS INC.	SOFTWARE LICENSE; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$850.00
26001211	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$413.09
26001212	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; GCC FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$63,437.01
26001213	BAND SHOPPE	BAND EQUIPMENT; PROP 28 FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$1,896.18
26001214	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS, LLC	ONLINE TRAINING FOR FOOD SERVICE; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$6,717.50
26001215	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$1,288.23
26001216	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	EDISON ELEMENTARY	010	$191.74
26001217	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	EDISON ELEMENTARY	010	$99.73
26001218	AMAZON CAPITAL SERVICES	BOOKS; MAA FUNDS	SPECIAL EDUCATION	010	$129.89
26001219	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	STEVENSON ELEMENTARY	010	$1,500.00
26001220	RUDCHENKO, SARAH	REIMBURSEMENT TO ASSISTANT SUPERINTENDENT FOR FOOD FOR EVENT	PERSONNEL SERVICES	010	$129.38

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26001221	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$2,500.00
26001222	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	DISNEY ELEMENTARY	010	$300.00
26001223	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; BOOKS	JOHN BURROUGHS HIGH SCHOOL	010	$1,500.00
26001224	FAMILY SERVICE AGENCY OF BURBANK	CONSULTANT AGREEMENT; COUNSELING AND ADMINISTRATIVE SERVICE; MAA FUNDS	INSTRUCTIONAL SERVICES	010	$100,000.00
26001225	RUDCHENKO, SARAH	REIMBURSEMENT TO ASSISTANT SUPERINTENDENT FOR TEACHER OF THE YEAR AWARD	PERSONNEL SERVICES	010	$35.36
26001226	ASSESSMENT, CONSULTATION & TREATEMENT, INC.	PROFESSIONAL SERVICES AGREEMENT; FUNCTIONAL BEHAVIORAL ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/4/25	SPECIAL EDUCATION	010	$2,500.00
26001227	SCHOOL LIFE A DIVISION OF IMAGESTUFF	CLASSROOM SUPPLIES; GIFT FUNDS	DISNEY ELEMENTARY	010	$330.86
26001228	LACSTA	2025-26 MEMBERSHIP RENEWAL; BOARD APPROVED 9/4/25	SUPERINTENDENT ´S OFFICE	010	$150.00
26001229	CHILDCARE CAREERS LLC	CONSULTANT AGREEMENT; SUBSTITUTE STAFF PROVIDER; CHILD DEVELOPMENT FUNDS; BOARD APPROVED 8/11/25	CHILD DEVELOPMENT SERVICES	120	$200,000.00
26001230	RENAISSANCE LEARNING	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/18/25	MUIR MIDDLE SCHOOL	010	$11,880.00
26001231	LOZANO SMITH	PROFESSIONAL SERVICES AGREEMENT; LEGAL SERVICES; GENERAL AND SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/4/25	FISCAL SERVICES	010	$401,000.00
26001231	LOZANO SMITH	PROFESSIONAL SERVICES AGREEMENT; LEGAL SERVICES; GENERAL AND SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/4/25	FISCAL SERVICES	213	$2,000.00
26001232	MNSON WESTERN, LLC	TESTING MATERIALS	SPECIAL EDUCATION	010	$194.48
26001234	HEGGERTY PHONEMIC AWARENESS	CLASSROOM SUPPLIES; TITLE I FUNDS	EMERSON ELEMENTARY	010	$436.10
26001235	JPMORGAN CHASE BANK	BOOKS; GIFT FUNDS	EMERSON ELEMENTARY	010	$26.58
26001236	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; MAA FUNDS	SPECIAL EDUCATION	010	$1,001.48
26001237	RED CHAIR PRODUCTIONS	FIELD TRIP ADMISSION; FRC ELEMENTARY FUNDS	WASHINGTON ELEMENTARY	010	$2,048.00
26001238	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$6,642.50
26001240	SCHOLASTIC INC.	MAGAZINES; TITLE I FUNDS	MILLER ELEMENTARY	010	$4,714.58
26001241	SCHOLASTIC INC.	BOOKS; GIFT FUNDS	EMERSON ELEMENTARY	010	$87.71
26001242	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT;	INSTRUCTIONAL SERVICES	010	$6,257.11

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26001243	DICK BLICK CO	CLASSROOM SUPPLIES; PROP 28 FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$2,500.16
26001244	GOPHER SPORT	PLAYGROUND SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$447.45
26001245	MTI ENTERPRISES INC	DIGITAL LOGO; PROP 28 FUNDS	EMERSON ELEMENTARY	010	$75.00
26001246	JPMORGAN CHASE BANK	CLASSROOM SUPPLIES; TITLE I FUNDS	EMERSON ELEMENTARY	010	$551.91
26001247	FUN EXPRESS LLC	CLASSROOM SUPPLIES; ABS/STUDENT COUNCIL FUNDS	PROVIDENCIA ELEMENTARY	010	$63.05
26001248	MICHAELS STORES INC & SUBS	CLASSROOM SUPPLIES; AMS FUNDS	EMERSON ELEMENTARY	010	$144.36
26001249	COBIAN, JEANETTE	REIMBURSEMENT TO COUNSELOR FOR CONFERENCE	INDEPENDENT LEARNING ACADEMY (ILA)	010	$143.50
26001250	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$3,450.00
26001251	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$394.00
26001252	TEACHER SYNERGY LLC	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$93.00
26001253	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$1,500.00
26001254	AMAZON CAPITAL SERVICES	TECHNOLOGY EQUIPMENT	JOHN BURROUGHS HIGH SCHOOL	010	$2,024.29
26001255	JPMORGAN CHASE BANK	PHOTO FILM DEVELOPMENT; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$299.70
26001256	SEYMOUR, DREW	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$100.00
26001257	SIGNAL HILL AUTO ENTERPRISES, INC.	WAREHOUSE MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$4,287.40
26001258	JPMORGAN CHASE BANK	LAB SUPPLIES; CTE FUNDS	BURBANK HIGH SCHOOL	010	$166.51
26001259	CPM EDUCATIONAL PROGRAM	BOOKS; LOTTERY FUNDS; BOARD APPROVED 4/21/16	BURBANK HIGH SCHOOL	010	$165.75
26001260	GOPHER SPORT	PLAYGROUND SUPPLIES	JEFFERSON ELEMENTARY	010	$504.95
26001261	LINKIN PRINTS	CUSTOM CLOTHING; FRC ELEMENTARY FUNDS	PROVIDENCIA ELEMENTARY	010	$865.22
26001262	JIMENEZ, SALVADOR	REIMBURSEMENT TO OFFICE MANAGER FOR FOOD FOR CUSTODIAL APPRECIATION DAY; FILM LA FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$73.86
26001263	GRESHAM, JANICE	2025-26 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,030.00
26001264	GRUESCHOW, ANDREW J	CONSULTANT AGREEMENT; MUSIC WORKSHOPS; AMS FUNDS; BOARD APPROVED 6/26/25	JEFFERSON ELEMENTARY	010	$4,800.00
26001265	CARR, LISA	REIMBURSEMENT TO TEACHER FOR BOOKS	EMERSON ELEMENTARY	010	$153.07
26001266	BLANK, MITCH	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	STEVENSON ELEMENTARY	010	$98.74

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26001267	MATIC, MARICHELLE	REIMBURSEMENT TO TACHER FOR CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	EDISON ELEMENTARY	010	$79.11
26001268	ZEPEDA, MICHELE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	EDISON ELEMENTARY	010	$150.00
26001269	SOLORZANO, DIANA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	EDISON ELEMENTARY	010	$150.00
26001270	FISCHER, SANDRA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	EDISON ELEMENTARY	010	$150.00
26001271	ZONSHINE, RACHEL	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	EDISON ELEMENTARY	010	$150.00
26001272	BERICH, ERIN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$120.12
26001273	BOYLE, HOLLY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	EDISON ELEMENTARY	010	$149.72
26001274	MULTI-HEALTH SYSTEMS	TESTING MATERIALS	SPECIAL EDUCATION	010	$2,300.00
26001275	ULINE - Attn: ACCOUNTS RECEIVABLES	EMERGENCY SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$109.57
26001276	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$40.71
26001277	AMAZON CAPITAL SERVICES	CHOIR ATTIRE; FRC ELEMENTARY FUNDS	PROVIDENCIA ELEMENTARY	010	$604.39
26001278	TOTAL APPTITUDE	SOFTWARE LICENSE; BOARD APPROVED 6/18/25	JOHN BURROUGHS HIGH SCHOOL	010	$996.00
26001279	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; LA ZOO; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$8,175.00
26001280	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; PASADENA CONVENTION CENTER; CTEI FUNDS	BURBANK HIGH SCHOOL	010	$795.00
26001281	V.I. REED & CANE, INC.	CLASSROOM SUPPLIES; AMS FUNDS	EMERSON ELEMENTARY	010	$306.90
26001282	BURLINGTON ENGLISH INC.	SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 6/18/25	BURBANK ADULT SCHOOL	110	$105,600.00
26001283	JPMORGAN CHASE BANK	EVENT SUPPLIES; AMS FUNDS	EMERSON ELEMENTARY	010	$174.17
26001284	CLAREMONT USD, BTSA CLUSTER 4	CLUSTER 4 INDUCTION DIRECTORS MEMEBERSHIP; PENDING BOARD APPROVAL 11/6/25	PERSONNEL SERVICES	010	$442.00
26001285	FIRST STUDENT, INC	STUDENT TRANSPORTATION: OSS; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$2,751.00
26001286	THEATRE EXPERIENCE OF SOUTHERN CALIFORNIA	STUDENT ADMISSION; PTA FUNDS	PROVIDENCIA ELEMENTARY	010	$909.00
26001287	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; SIX FLAGS MAGIC MOUNTAIN - GRAD NIGHT; ACCOUNTS RECEIVABLE FUND	DOLORES HUERTA MIDDLE SCHOOL	010	$7,200.00

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26001288	MOORE, WINSTON	REIMBURSEMENT TO TEACHER FOR SOFTWARE SUBSCRIPTION	JOHN BURROUGHS HIGH SCHOOL	010	$99.00
26001289	SANCHEZ, JESSICA	REIMBURSEMENT TO OFFICE MANAGER FOR CORRIDOR SIGNAGE	JOHN BURROUGHS HIGH SCHOOL	010	$61.36
26001290	TRUONG, HUNG	REIMBURSEMENT TO COUNSELOR FOR CONFERENCE ATTENDANCE	JOHN BURROUGHS HIGH SCHOOL	010	$132.88
26001291	MARANDO, SHANNON	REIMBURSEMENT TO COLLEGE AND CAREER TECH FOR CONFERENCE FEES	JOHN BURROUGHS HIGH SCHOOL	010	$50.00
26001292	HEGGERTY PHONEMIC AWARENESS	BOOKS FOR ELD CURRICULUM; TITLE III-LEP FUNDS	DISNEY ELEMENTARY	010	$1,417.33
26001293	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE III - LEP FUNDS	DISNEY ELEMENTARY	010	$265.01
26001294	LIGHTSPEED TECHNOLOGIES	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$185.80
26001295	COMPLETE BUSINESS SYSTEMS	OFFICE SUPPLIES	EDISON ELEMENTARY	010	$86.33
26001296	MNSON WESTERN, LLC	TESTING MATERIALS	SPECIAL EDUCATION	010	$1,066.00
26001297	HIGH TRAILS INC.	STUDENT ADMISSION; OSS; HIGH TRAILS; FRC ELEMENTARY FUNDS; BOARD APPROVED 6/18/25	EMERSON ELEMENTARY	010	$15,250.00
26001298	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES; GIFT FUNDS	EMERSON ELEMENTARY	010	$107.64
26001299	JPMORGAN CHASE BANK	TRAVEL EXPENSE; SKILLS USA CONFERENCE; CTE INCENTIVE GRANT FUNDS	INSTRUCTIONAL SERVICES	010	$3,174.00
26001300	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$10,000.00
26001301	PEARSON ASSESSMENT	TESTING MATERIALS; MAA FUNDS	SPECIAL EDUCATION	010	$1,407.85
26001302	HARTMAN PUBLISHING INC.	BOOKS; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$691.47
26001303	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	BRET HARTE ELEMENTARY	010	$345.00
26001304	LINCOLN AQUATICS	POOL EQUIPMENT; CAPITAL OUTLAY - COMMUNITY REDEVELOPMENT FUNDS; BOARD APPROVED 9/4/25	FACILITIES SERVICES	400	$80,282.04
26001305	JOSTENS, INC.	GRADUATION SUPPLIES; GIFT FUNDS	MONTEREY HIGH SCHOOL	010	$1,574.07
26001306	COMPLETE BUSINESS SYSTEMS	OFFICE SUPPLIES	JEFFERSON ELEMENTARY	010	$369.07
26001307	PRINTERSAURUS REX, INC.	CUSTOM CLOTHING; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$1,032.91
26001308	CAMPOS, MARIELA	REIMBURSEMENT TO COUNSELOR FOR CONFERENCE ADMISSION	JOHN BURROUGHS HIGH SCHOOL	010	$100.00
26001309	PRINTERSAURUS REX, INC.	CUSTOM CLOTHING; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$2,501.12
26001310	LINKIN PRINTS	CUSTOM CLOTHING; GIFT FUNDS	MONTEREY HIGH SCHOOL	010	$417.14
26001312	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; LOTTERY FUNDS	INSTRUCTIONAL SERVICES	010	$1,500.00

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 09/23/2025 & 10/13/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26001313	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; GIFT FUNDS	EMERSON ELEMENTARY	010	$1,000.00
26001314	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$2,500.00

PO Count: **246** **Total:** **$7,872,596.27**

Printed between 09/23/2025 & 10/13/2025

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	222	$1,496,235.71
110	Adult Education Fund	9	$145,493.15
120	Child Development Fund	3	$227,000.00
130	Cafeteria Fund	5	$86,447.48
210	Building Fund	1	$5,813,182.66
213	Building Fund - 3rd Issuance	1	$2,000.00
250	Capital Facilities Fund	2	$1,048.23
400	Special Res./for Cap. Outlay	1	$80,282.04
670	Self Insurance Fund	3	$20,907.00
		Total:	**$7,872,596.27**

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
25002844
Show this number on invoices, packages and correspondence.

AME BUILDERS INC.

Vendor# 405801

VENDOR

AME BUILDERS INC.
AME ROOFING
2095 W ARROW ROUTE
UPLAND, CA 91786

Phone: (909) 766-3200 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
DISTRICT OFFICE
1900 WEST OLIVE AVE
BURBANK, CA 91506-2460

For: FACILITIES SERVICES
DENNIS MAXWELL

PO Date: 08/26/2025 **Requested Delivery:** 07/31/2025 **Buyer Name:** David Gerharter **Req#** DAVID G 2844

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			CHANGE ORDER #1: DECREASE BY $4,000.00 FOR A REVISED TOTAL OF $4,415.00 CONTRACT ALLOWANCE NOT USED ********** >>>CARRYOVER FROM PREVIOUS YEAR<<< ORIGINAL AMOIUNT: $92,300.00 PREVIOUS EXPENDITURES: $83,885.00 REMAINING ENCUMBRANCE: $8,415.00 **********		
1	1	EA	2425-024-02 TITLE: EMERGENCY ROOF REPAIR AT DISTRICT OFFICE SPECIFICATIONS: COMPLETED PROJECT MUST INCLUDE ALL WORK AND SPECIFICATIONS AS ON WRITTEN BID FORM DATED 1/14/25 TO SCHEDULE WORK, CONTACT SERGIO RODRIGUEZ AT 818-463-6001, SERGIORODRIGUEZ@BURBANKUSD.ORG TIME OF COMPLETION FOR THE WORK SHALL BE 45 CALENDAR DAYS FROM THE DATE OF COMMENCEMENT OF THE WORK	88,300.00	88,300.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-00000-72001-6230-000-0000-0000	$4,415.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
2425-024-02
Public Works

SUB TOTAL	$ 4,415.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 4,415.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

AME BUILDERS INC.

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
25002844
Show this number on invoices, packages and correspondence.

AME BUILDERS INC.

Vendor# 405801

VENDOR
AME BUILDERS INC.
AME ROOFING
2095 W ARROW ROUTE
UPLAND, CA 91786

Phone: (909) 766-3200 **Fax:**

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
DISTRICT OFFICE
1900 WEST OLIVE AVE
BURBANK, CA 91506-2460

For: FACILITIES SERVICES
DENNIS MAXWELL

PO Date: 08/26/2025 **Requested Delivery:** 07/31/2025 **Buyer Name:** David Gerharter **Req#** DAVID G 2844

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			START DATE: UPON RECEIPT OF OWNER-SUPPLIED MATERIALS		
			UPON COMPLETION, SEND INVOICE TO: LEXIBULIAVAC@BURBANKUSD.ORG		
			LOCATION NAME AND ADDRESS: BURBANK UNIFIED SCHOOL DISTRICT ADMINISTRATION OFFICE 1900 W OLIVE AVE, BURBANK, CA 91506		
			**BOARD APPROVED: 2/6/25 (PENDING) **CONTRACTOR'S LICENSE #1057266 EXP 8/31/25 **DIR REGISTRATION #1000455020 EXP 6/30/25 ***ALL TERMS AND CONDITIONS OF THE FIELD CONTRACT, AGREEMENT AND/OR BID APPLY TO THIS PURCHASE ORDER.		
2	1	EA	DISTRICT ALLOWANCE **USE OF THESE FUNDS IS CONTINGENT UPON PRIOR APPROVAL OF A PROPERLY SUBMITTED CONTRACT CHANGE ORDER**	4,000.00	4,000.00
3	1	LOT	PREVIOUS EXPENDITURE	-83,885.00	-83,885.00
4	1	EA	DISTRICT ALLOWANCE NOT USED	-4,000.00	-4,000.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-00000-72001-6230-000-0000-0000	$4,415.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
2425-024-02
Public Works

SUB TOTAL	$ 4,415.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 4,415.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

AME BUILDERS INC.

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000215
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
MC KINLEY ELEMENTARY
349 W. VALENCIA AVE
BURBANK, CA 91506-3309

For: MC KINLEY ELEMENTARY
MANOUKI/MCKINLEY/SUPPLIES

PO Date: 06/10/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000341

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $1,000.00 FOR A REVISED TOTAL OF $2,000.00 DUE TO NEEDING TO PURCHASE ADDITONAL MATERIALS FOR PROFESSIONAL DEVELOPMENT AND ADDITONAL PRIZES FOR PBIS. **********	1,000.00	1,000.00
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $1,000 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 4:00 PM, TO MCKINLEY ELEMENTARY SCHOOL ATTN: RENEH MANOUKI 349 WEST VALENCIA AVE BURBANK, CA 91506	1,000.00	1,000.00

ACCOUNT NUMBER	AMOUNT
010-30100-0-11100-10000-4310-209-0000-0000	$2,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 2,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

AMAZON CAPITAL SERVICES

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000219
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR
AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
MILLER ELEMENTARY
720 E. PROVIDENCIA AVE.
BURBANK, CA 91501-2499

For: MILLER ELEMENTARY
G. TANNER/for Supplies for New School Year

PO Date: 06/11/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000340

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #3: INCREASE BY $5000.00 FOR A REVISED TOTAL OF $11,250.00 AS PER R0001318 DUE TO NEED TO PURCASE MORE CLASSROOM SUPPLIES AND STOCK ********** CHANGE ORDER #2: INCREASE BY $1050.00 FOR A REVISED TOTAL OF $6250.00 AS PER R0001317, DUE TO AMAZON BLANKET WAS ORIGINALLY CREATED FOR GENERAL SUPPLIES. THIS INCREASE COVERS MONIES SPENT BY TEACHERS FOR THEIR APEX INCENTIVE. IT IS BEING INCREASED TO REPLENISH THE AMAZON BLANKET FOR FUTURE ********** CHANGE ODER #1: INCREASE BY $200 FOR A REVISED TOTAL OF $5200.00 AS PER R0001241, DUE TO PURCHASE SUPPLIES THAT WERE NOT INITIALLY ACCOUNTED FOR WITH THE GRADE LEVEL ORDERS. ********** >>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $5000 (INCLUDING TAX & SHIPPING)	5,000.00 1,050.00 200.00 5,000.00	5,000.00 1,050.00 200.00 5,000.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-210-0000-0000	$10,200.00
010-90870-0-11100-10000-4310-210-0000-0000	$1,050.00

SUB TOTAL	$ 11,250.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 11,250.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

AMAZON CAPITAL SERVICES

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000219
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
MILLER ELEMENTARY
720 E. PROVIDENCIA AVE.
BURBANK, CA 91501-2499

For: MILLER ELEMENTARY
G. TANNER/for Supplies for New School Year

PO Date: 06/11/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000340

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 4:00 PM, TO JOAQUIN MILLER ELEMENTARY SCHOOL ATTN: GLORIA TANNER 720 E. PROVIDENCIA AVE. BURBANK, CA 91501 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO 26000219 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, COMPLETE A RECEIVING REPORT AND SUBMIT TO ACCOUNTS PAYABLE. IF YOU DO NOT LOCATE A PACKING LIST, PLEASE GO TO THE VENDOR'S WEBSITE AND BRING UP THE ORDER NUMBER FOR YOUR DELIVERY, PRINT IT OUT, CHECK OFF THE ITEMS, SIGN AND DATE THE PRINT OUT AND SEND IT TO ACCOUNTS PAYABLE. THE VENDOR WILL NOT BE PAID FOR EACH SHIPMENT UNTIL WE HAVE RECEIVED YOUR APPROVAL.		

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-210-0000-0000	$10,200.00
010-90870-0-11100-10000-4310-210-0000-0000	$1,050.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 11,250.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 11,250.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000242
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR
AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
HORACE MANN CHILDREN´S CENTER
3401 SCOTT RD.
BURBANK, CA 91504-1736

For: HORACE MANN CHILDREN´S CENTER
SAM BRODY

PO Date: 06/12/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000366

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $1000.00 FOR A REVISED TOTAL OF $1250.00 DUE TO MORE CLASSROOM SUPPLIES NEEDED AS PER R0001475.	1,000.00	1,000.00
			**********		
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<<	250.00	250.00
			BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/202_ THROUGH 6/30/202_.		
			TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $250 (INCLUDING TAX & SHIPPING)		
			ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 4:00 PM, TO		
			HORACE MANN CHILDREN'S CENTER ATTN: SAM BRODY 3401 SCOTT RD BURBANK, CA 91504		
			INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO 26000242 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, COMPLETE A RECEIVING REPORT AND SUBMIT TO ACCOUNTS PAYABLE.		

ACCOUNT NUMBER	AMOUNT
010-65000-0-57300-31400-4310-508-0000-0000	$250.00
010-65000-0-57300-11100-4310-508-0000-0000	$1,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 1,250.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 1,250.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000242
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR
AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
HORACE MANN CHILDREN´S CENTER
3401 SCOTT RD.
BURBANK, CA 91504-1736

For: HORACE MANN CHILDREN´S CENTER
SAM BRODY

PO Date: 06/12/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000366

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			IF YOU DO NOT LOCATE A PACKING LIST, PLEASE GO TO THE VENDOR'S WEBSITE AND BRING UP THE ORDER NUMBER FOR YOUR DELIVERY, PRINT IT OUT, CHECK OFF THE ITEMS, SIGN AND DATE THE PRINT OUT AND SEND IT TO ACCOUNTS PAYABLE. THE VENDOR WILL NOT BE PAID FOR EACH SHIPMENT UNTIL WE HAVE RECEIVED YOUR APPROVAL.		

ACCOUNT NUMBER	AMOUNT
010-65000-0-57300-31400-4310-508-0000-0000	$250.00
010-65000-0-57300-11100-4310-508-0000-0000	$1,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 1,250.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 1,250.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

AMAZON CAPITAL SERVICES

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000280
Show this number on invoices, packages and correspondence.

PLUMBING WHOLESALE OUTLET

Vendor# 401587

VENDOR

PLUMBING WHOLESALE OUTLET INC
520 N FAIR OAKS AVE
PASADENA, CA 91103-3304

Phone: (626) 744-3170 **Fax:** (626) 744-3175

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

For: FACILITIES SERVICES
S. HOY/SERGIO RODRIGUEZ

PO Date: 06/16/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000058

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #2: INCREASE BY $50,000.00 FOR A REVISED TOTAL OF $70,000.00 DUE TO HAVING A MUCH GREATER NEED FOR PLUMBING SUPPLIES NOW THAT WE HAVE TWO NEW PLUMBERS WHO ARE CATCHING UP ON MUCH NEEDED PLUMBING ISSUES. **********	50,000.00	50,000.00
2	1	CO	CHANGE ORDER #1: INCREASE BY $10,000.00 FOR A REVISED TOTAL OF $20,000.00 AS PER R0001211 DUE TO BLANKET BEING EXHAUSTED AND NEED TO COVER CURRENT AND FUTURE PURCHASES. **********	10,000.00	10,000.00
3	1	EA	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES TO BE PURCHASED BY FACILITIES SERVICES ON AN "AS NEEDED" BASIS FROM JULY 1, 2025 THROUGH JUNE 30, 2026. NOT TO EXCEED $10,000.00 INCLUDING TAXES AND SHIPPING REFERENCE THE P.O. NUMBER ON ALL RECEIPTS, PACKING LISTS AND INVOICES. *** SPECIAL INSTRUCTIONS *** * VENDOR: FOR PROMPT PAYMENT, BILL TO:	10,000.00	10,000.00

ACCOUNT NUMBER	AMOUNT
010-81500-0-00000-81100-4310-752-0000-0000	$70,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 70,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 70,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000280
Show this number on invoices, packages and correspondence.

Vendor# 401587

PLUMBING WHOLESALE OUTLET

VENDOR

PLUMBING WHOLESALE OUTLET INC
520 N FAIR OAKS AVE
PASADENA, CA 91103-3304

Phone: (626) 744-3170 **Fax:** (626) 744-3175

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

For: FACILITIES SERVICES
S. HOY/SERGIO RODRIGUEZ

PO Date: 06/16/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000058

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL * MATERIAL SAFETY DATA SHEETS (MSDS) ARE TO BE PROVIDED AT TIME OF PICKUP OR DELIVERY OF ITEMS SUPPLIED ON THIS PURCHASE ORDER THAT MAY REQUIRE CAUTION IN HANDLING OR USE BY EITHER CHILDREN OR ADULTS. * EQUIPMENT ITEMS WITH A VALUE OF $500.00 OR MORE, INCLUDING TAX AND SHIPPING, MAY NOT BE PURCHASED ON THIS BLANKET ORDER AS THEY ARE CONSIDERED FIXED ASSETS BY THE DISTRICT. * PLEASE SHIP DIRECTLY TO THE WAREHOUSE, AS INDICATED ON THIS ORDER, AND REFERENCE THE P.O. NUMBER ON ALL SHIPPING AND BILLING DOCUMENTS. ****IMPORTANT DELIVERY INFORMATION***** ALL DELIVERIES WILL BE RECEIVED IN OUR WAREHOUSE TUESDAY & THURSDAY ONLY FROM 8:30AM - 12:00PM AND 1:00 PM - 2:30PM.		

ACCOUNT NUMBER	AMOUNT
010-81500-0-00000-81100-4310-752-0000-0000	$70,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 70,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 70,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000458
Show this number on invoices, packages and correspondence.

GRIMCO, INC.

Vendor# 405505

VENDOR
GRIMCO, INC.
11745 SAPPINGTON BARRACKS ROAD
SUNSET HILLS, MO 63127

Phone: (800) 542-9941 **Fax:**

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
WAREHOUSE
510 S. SHELTON ST.
BURBANK, CA 91506-2818

For: WAREHOUSE
Andrea Lamb

PO Date: 07/14/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Terri Harvey **Req#** R0000548

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $2,900.00 FOR A REVISED TOTAL OF $3,000.00 AS PER REQ R0001312 INITIAL REQUISITION AMOUNT OF $100.00 WAS ENTERED IN ERROR AND SHOULD HAVE BEEN ENTERED AS $3,000.00 **********	2,900.00	2,900.00
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET PO TO COVER THE COST OF PRINT CENTER SUPPLIES TO BE ORDERED ON AN "AS NEEDED" BASIS FROM JULY 1, 2025, THROUGH JUNE 30, 2026. NOT TO EXCEED: $3,000.00 INCLUDING TAXES AND SHIPPING REFERENCE THE P.O. NUMBER ON ALL RECEIPTS, PACKING LISTS AND INVOICES *** SPECIAL INSTRUCTIONS *** * VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL	100.00	100.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-00000-75500-4310-757-0000-0000	$3,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 3,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 3,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000480
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
JOHN BURROUGHS HIGH SCHOOL
1920 W. CLARK AVE.
BURBANK, CA 91506-1999

For: JOHN BURROUGHS HIGH SCHOOL
J. SANCHEZ/ MATERIALS - OFFICE AMAZON BLANI

PO Date: 07/21/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000489

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $5,000.00 FOR A REVISED TOTAL OF $13,000.00 DUE TO THE SITE NEED OF TESTING TABLES AND CHAIRS FOR PSAT AS PER R0001489.	5,000.00	5,000.00
			**********		
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<<	8,000.00	8,000.00
			BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026.		
			TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $8,000.00 (INCLUDING TAX & SHIPPING)		
			ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 3:00 PM, TO		
			JOHN BURROUGHS HIGH SCHOOL ATTN: JESSICA SANCHEZ 1920 W. CLARK AVE. BURBANK, CA 91506-1918		
			INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO 26000480 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, NOTE RECEIPT OF ALL ITEMS IN YOUR AMAZON ACCOUNT AND SEND A BUDGET		

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-432-0000-0000	$13,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 13,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 13,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000480
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
JOHN BURROUGHS HIGH SCHOOL
1920 W. CLARK AVE.
BURBANK, CA 91506-1999

For: JOHN BURROUGHS HIGH SCHOOL
J. SANCHEZ/ MATERIALS - OFFICE AMAZON BLANI

PO Date: 07/21/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000489

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			TRANSFER REQUEST SHOULD YOU NEED TO CHARGE THIS ORDER TO A DIFFERENT EXPENSE ACCOUNT. PLEASE SAVE YOUR PACKING LIST FOR FUTURE REFERENCE IF NEEDED. IF YOU DO NOT RECEIVE A PACKING LIST, PLEASE GO TO THE AMAZON SITE AND SEARCH FOR THE ORDER NUMBER FOR YOUR DELIVERY, PRINT IT OUT, CHECK OFF THE ITEMS, SIGN AND DATE THE PRINT OUT. VENDOR WILL ONLY BE PAID FOR ORDERS RECEIVED IN THE AMAZON RECEIVING PORTAL		

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-432-0000-0000	$13,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 13,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 13,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

AMAZON CAPITAL SERVICES

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000497
Show this number on invoices, packages and correspondence.

AAB CORPORATION

Vendor# 406034

VENDOR

AAB CORPORATION
1110 SONORA AVENUE, #207
GLENDALE, CA 91201

Phone: (818) 468-6666 **Fax:** (818)

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
BURBANK ADULT SCHOOL
3811 W. ALLAN AVE.
BURBANK, CA 91505-1897

For: BURBANK ADULT SCHOOL
NOGUERA/HARTUNG/MINDLIN

PO Date: 07/22/2025 **Requested Delivery:** 07/04/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000431

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
		CO	CHANGE ORDER #1: INCREASE BY $25,500.00, EACH ACCOUNT STRING ACCORDINGLY, FOR A REVISED TOTAL OF $34,000.00, AS PER R0001219, DUE TO EXTENDING THE MEDIA CAMPAIGN THROUGH THE REMAINDER OF THE YEAR (2025).		
1	1		581749 (110-63910-0-41101-27000-5850-533-0000-0000)	6,375.00	6,375.00
2	1		581750 (110-63910-0-41102-27000-5850-533-0000-0000)	6,375.00	6,375.00
3	1		581751 (110-63910-0-41104-27000-5850-533-0000-0000)	6,375.00	6,375.00
4	1		581753 (110-63910-0-41106-27000-5850-533-0000-0000)	6,375.00	6,375.00
			**********		
		LOT	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND AABC TV, CONSULTANT, FOR THE FOLLOWING SERVICES: PROVIDE TARGETED MARKETING OF BURBANK ADULT SCHOOL COURSES ON AABC TV FOR FALL 2025. CONSULTANT AGREES TO PERFORM SERVICES AT A RATE OF $8,500 PER YEAR FOR A TOTAL NOT TO EXCEED $8,500. PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: _X__ ONE TIME PAYMENT ON RECEIPT OF INVOICE THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 07/01/2025 THROUGH 06/30/2026.		

ACCOUNT NUMBER	AMOUNT
110-63910-0-41101-27000-5850-533-0000-0000	$8,500.00
110-63910-0-41102-27000-5850-533-0000-0000	$8,500.00
110-63910-0-41104-27000-5850-533-0000-0000	$8,500.00
110-63910-0-41106-27000-5850-533-0000-0000	$8,500.00

Service Agreement

SUB TOTAL	$ 34,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 34,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000497
Show this number on invoices, packages and correspondence.

AAB CORPORATION

Vendor# 406034

VENDOR

AAB CORPORATION
1110 SONORA AVENUE, #207
GLENDALE, CA 91201

Phone: (818) 468-6666 **Fax:** (818)

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
BURBANK ADULT SCHOOL
3811 W. ALLAN AVE.
BURBANK, CA 91505-1897

For: BURBANK ADULT SCHOOL
NOGUERA/HARTUNG/MINDLIN

PO Date: 07/22/2025 **Requested Delivery:** 07/04/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000431

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			BOARD APPROVAL DATE: 06/18/2025		
5	1		581749 (110-63910-0-41101-27000-5850-533-0000-0000)	2,125.00	2,125.00
6	1		581750 (110-63910-0-41102-27000-5850-533-0000-0000)	2,125.00	2,125.00
7	1		581751 (110-63910-0-41104-27000-5850-533-0000-0000)	2,125.00	2,125.00
8	1		581753 (110-63910-0-41106-27000-5850-533-0000-0000)	2,125.00	2,125.00

ACCOUNT NUMBER	AMOUNT
110-63910-0-41101-27000-5850-533-0000-0000	$8,500.00
110-63910-0-41102-27000-5850-533-0000-0000	$8,500.00
110-63910-0-41104-27000-5850-533-0000-0000	$8,500.00
110-63910-0-41106-27000-5850-533-0000-0000	$8,500.00

Service Agreement

SUB TOTAL	$ 34,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 34,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000613
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
BRET HARTE ELEMENTARY
3200 W. JEFFRIES AVE.
BURBANK, CA 91505-1998

For: BRET HARTE ELEMENTARY
E. DIAZ/LUCIA BOWERS

PO Date: 08/06/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000698

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #2: INCREASE BY $500.OO FOR A REVISED TOTAL OF $1,000.00 DUE TO NEEDING MORE FUNDS FOR SUPPLY ORDERS, AS PER R0001415. **********	500.00	500.00
2	1	CO	CHANGE ORDER #1: INCREASE BY $400.00 FOR A REVISED TOTAL OF $500.00 AS PER R0000726 **********	400.00	400.00
3	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $500 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 3:00 PM, TO BRET HARTE ATTN: ERIKA DIAZ 3200 W JEFFRIES AVE BURBANK, CA 91505 INSTRUCTIONS TO AMAZON USER:	100.00	100.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-205-0000-0000	$1,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 1,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 1,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000613
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
BRET HARTE ELEMENTARY
3200 W. JEFFRIES AVE.
BURBANK, CA 91505-1998

For: BRET HARTE ELEMENTARY
E. DIAZ/LUCIA BOWERS

PO Date: 08/06/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000698

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			SELECT BLANKET PO 26000613 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, NOTE RECEIPT OF ALL ITEMS IN YOUR AMAZON ACCOUNT AND SNED A BUDGET TRANSFER REQUEST SHOULD YOU NEED TO CHARGE THIS ORDER TO A DIFFERENT EXPENSE ACCOUNT. PLEASE SAVEYOUR PACKING LIST FOR FUTURE REFERENCE IF NEEDED. IF YOU DO NOT RECEIVE A PACKING LIST, PLEASE GO TO THE AMAZON SITE AND SEARCH FOR THE ORDER NUMBER FOR YOUR DELIVERY, PRINT IT OUT, CHECK OFF THE ITEMS, SIGN AND DATE THE PRINT OUT. VENDOR WILL ONLY BE PAID FOR ORDERS RECEIVED IN THE AMAZON RECEIVING PORTAL		

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-205-0000-0000	$1,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 1,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 1,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000618
Show this number on invoices, packages and correspondence.

AMS.NET, LLC

Vendor# 403128

VENDOR

AMS.NET, LLC
502 COMMERCE WAY
LIVERMORE, CA 94551

Phone: (559) 547-2866 **Fax:** (925) 606-4668

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
VARIOUS SITES

For: TECHNOLOGY SERVICES
MOYA/LEPATAN/TECHNOLOGY

PO Date: 08/08/2025 **Requested Delivery:** 06/30/2026 **Buyer Name:** David Gerharter **Req#** R0000113

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			++ CHANGE ORDER #1: REDUCE BY $3,256,000.86 FOR A REVISED TOTAL OF $5,813,182.66 AS PER REQ R0001163 Reduce by $3,256,000.86 for a revised total of $5,813,182.66 as a result of software licensing reconfiguration which replaces all 60- and 84-month device licensing with enterprise licensing for a 36-month term: Per Change Order 1 Q-00094251, Change Order 2 Q-00094253, Change Order 3 Q-00094254, and Change Order 4 Q-00094256. Add items as found on new quote SaaS Q-00093217. BOARD APPROVED 10/9/25 ********** 2425-025 2025 E-RATE NETWORK AND WIRELESS INFRASTRUCTURE PROJECT SPURR MINI-BID FOR THE PURCHASE OF NETWORK AND WIRELESS EQUIPMENT USING THE APPROVED PRICING LIST WITH AMS.NET (MGT) - PENDING E-RATE SAVINGS AND DISCOUNTS SPURR PROJECT #104955 SPURR #SMC-TN-041 BOARD APPROVED 3/6/25		

ACCOUNT NUMBER	AMOUNT
210-00000-0-93000-85000-6249-773-0000-0000	$5,813,182.66

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
SPURR CONTRACT SMC-TN-04
General Order

SUB TOTAL	$ 5,413,218.93
SALES TAX	$ 399,963.73
SHIPPING	$ 0.00
TOTAL	$ 5,813,182.66

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000618
Show this number on invoices, packages and correspondence.

AMS.NET, LLC

Vendor# 403128

VENDOR
AMS.NET, LLC
502 COMMERCE WAY
LIVERMORE, CA 94551

Phone: (559) 547-2866 **Fax:** (925) 606-4668

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
VARIOUS SITES

For: TECHNOLOGY SERVICES
MOYA/LEPATAN/TECHNOLOGY

PO Date: 08/08/2025 **Requested Delivery:** 06/30/2026 **Buyer Name:** David Gerharter **Req#** R0000113

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			**********		
			>>> MAIN PROPOSAL Q-00088319 <<<		
1	1074	EA	CW9176I-CFG, Cisco Wireless 9176I(W7,3 radio,3 band 4x4,UWB),Global	670.45	720,063.30
2	56	EA	CW9178I-CFG, Cisco Wireless 9178I(W7,4 radio,3 band 4x4,UWB), Global	804.81	45,069.36
3	203	EA	CW9163E-B, Catalyst 9163E AP (W6E, tri-band 2x2,Outdoor) w/Reg-B	804.81	163,376.43
4	752	EA	CW-ANT-O1-NS-00	67.18	50,519.36
5	18	EA	C9500-16X-EDU Catalyst 9500 16-port 10G, K12	5,031.53	90,567.54
6	18	EA	PWR-C4-950WAC-R/2	664.19	11,955.42
7	92	EA	PWR-C1-1900WAC-P/2, 1900W AC 80+ platinum Config 1 Secondary Power Supply	1,085.48	99,864.16
8	92	EA	PWR-C1-1900WAC-UP, Upgrade option 1900W AC 80+ platinum Config 1 Power Supply	292.25	26,887.00
9	111	EA	C9300X-NM-8Y, Catalyst 9300 8 x 10G/25G Network Module SFP+/SFP28	1,064.60	118,170.60
10	299	EA	PWR-C1-1100WAC-P/2, 1100W AC 80+ platinum Config 1 Secondary Power Supply	793.23	237,175.77
11	391	EA	C9300X-48HX-EDU, Catalyst 9300 48-port mGig UPoE+, NK12	4,722.02	1,846,309.82
12	6	EA	C9300X-24HX-EDU, Catalyst 9300 24-port mGig UPoE+, K12	4,101.28	24,607.68
13	6	EA	C9300X-NM-8Y, Catalyst 9300 8 x 10G/25G Network Module SFP+/SFP28	1,064.60	6,387.60
14	6	EA	PWR-C1-1900WAC-P/2, 1900W AC 80+ platinum Config 1 Secondary Power Supply	1,085.48	6,512.88
15	6	EA	PWR-C1-1900WAC-UP, Upgrade option 1900W AC 80+ platinum Config 1 Power Supply	292.25	1,753.50
16	14	EA	C9200CX-8UXG-2X-E, Catalyst 9000 Compact Switch	919.02	12,866.28
17	311	EA	STACK-T1-50CM=, 50CM Type 1 Stacking Cable	33.21	10,328.31

ACCOUNT NUMBER	AMOUNT
210-00000-0-93000-85000-6249-773-0000-0000	$5,813,182.66

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
:PURR CONTRACT SMC-TN-04
General Order

SUB TOTAL	$ 5,413,218.93
SALES TAX	$ 399,963.73
SHIPPING	$ 0.00
TOTAL	$ 5,813,182.66

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000618
Show this number on invoices, packages and correspondence.

AMS.NET, LLC

Vendor# 403128

VENDOR

AMS.NET, LLC
502 COMMERCE WAY
LIVERMORE, CA 94551

Phone: (559) 547-2866 **Fax:** (925) 606-4668

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
VARIOUS SITES

For: TECHNOLOGY SERVICES
MOYA/LEPATAN/TECHNOLOGY

PO Date: 08/08/2025 **Requested Delivery:** 06/30/2026 **Buyer Name:** David Gerharter **Req#** R0000113

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
18	40	EA	STACK-T1-1M=, 1M Type 1 Stacking Cable	80.33	3,213.20
19	25	EA	STACK-T1-3M=, 3M Type 1 Stacking Cable	120.50	3,012.50
20	10000	EA	ISE-E-LIC, Cisco Identity Service Engine Essentials Subscription	2.39	23,900.00
21	1129	EA	AMS-NI-WIRELESS-FOC, Labor: Systems Engineer - Wireless AP- Configuration and installation per RFP SOW	150.00	169,350.00
22	238	EA	AMS-NI-PM-SPR, Labor: Project Manager	150.00	35,700.00
23	20	EA	AMS-NI-WIRELESS-FOC, Labor: Systems Engineer - Wireless - Wireless LAN Controller per RFP SOW	200.00	4,000.00
24	1233	EA	AMS-NI-LAN-SW-FOC, Labor: Systems Engineer - Switching - Configuration and installation per RFP SOW	175.00	215,775.00
25	144	EA	AMS-NI-LAN-SW-FOC, Labor: Systems Engineer - Core Switching	200.00	28,800.00
26	20	EA	AMS-NI-TRAIN-SPR, "Labor: Training - Training and Documentation per RFP	270.00	5,400.00
27	150	EA	AMS-NI-RSW-FOC, Ad hoc services for support hours - Per Q&A	270.00	40,500.00
28	64	EA	CAB-SPWR-150CM=, Catalyst 3750X and 3850 Stack Power Cable 150 CM Spare	71.39	4,568.96
29	311	EA	CAB-SPWR-30CM=, Catalyst 3750X and 3850 Stack Power Cable 30 CM Spare	34.95	10,869.45
			**********		
			>>> ISE & DNAC PRO Q-00088381 <<<		
30	96	EA	AMS-NI-SEC-FOC, Labor: Systems Engineer - ISE Wireless Configuration	270.00	25,920.00
31	24	EA	AMS-NI-SEC-FOC, Labor: Systems Engineer - ISE Switching	270.00	6,480.00
32	40	EA	AMS-NI-LAN-SW-FOC, Labor: Systems Engineer - Switching - Implementation of Cisco DNAC per RFP SOW	270.00	10,800.00

ACCOUNT NUMBER	AMOUNT
210-00000-0-93000-85000-6249-773-0000-0000	$5,813,182.66

Contract Number
:PURR CONTRACT SMC-TN-04
General Order

SUB TOTAL	$ 5,413,218.93
SALES TAX	$ 399,963.73
SHIPPING	$ 0.00
TOTAL	$ 5,813,182.66

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000618
Show this number on invoices, packages and correspondence.

AMS.NET, LLC

Vendor# 403128

VENDOR

AMS.NET, LLC
502 COMMERCE WAY
LIVERMORE, CA 94551

Phone: (559) 547-2866 **Fax:** (925) 606-4668

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
VARIOUS SITES

For: TECHNOLOGY SERVICES
MOYA/LEPATAN/TECHNOLOGY

PO Date: 08/08/2025 **Requested Delivery:** 06/30/2026 **Buyer Name:** David Gerharter **Req#** R0000113

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			**********		
			>>> BAS ELECTRONICS Q-00090960 <<<		
33	36	EA	CW9176I-CFG, Cisco Wireless 9176I(W7,3 radio,3 band 4x4,UWB),Global	670.45	24,136.20
34	2	EA	CW9178I-CFG, Cisco Wireless 9178I(W7,4 radio,3 band 4x4,UWB), Global	804.81	1,609.62
35	1	EA	CW9163E-B, Catalyst 9163E AP (W6E, tri-band 2x2,Outdoor) w/Reg-B	804.81	804.81
36	4	EA	CW-ANT-O1-NS-00, 4/8/8 dBi Omni Dipole, N connector	67.18	268.72
37	1	EA	C9500-16X-EDU, Catalyst 9500 16-port 10G	5,031.53	5,031.53
38	1	EA	PWR-C4-950WAC-R/2, 950W AC Config 4 Power Supply front to back cooling	664.19	664.19
39	17	EA	C9300X-NM-8Y, Catalyst 9300 8 x 10G/25G Network Module SFP+/SFP28	1,064.60	18,098.20
40	19	EA	PWR-C1-1100WAC-P/2, 1100W AC 80+ platinum Config 1 Secondary Power Supply	793.23	15,071.37
41	19	EA	C9300X-48HX-EDU, Catalyst 9300 48-port mGig UPoE+, NK12	4,722.02	89,718.38
42	19	EA	STACK-T1-50CM=, 50CM Type 1 Stacking Cable	33.21	630.99
43	19	EA	CAB-SPWR-30CM=, Catalyst 3750X and 3850 Stack Power Cable 30 CM Spare	34.95	664.05
44	39	EA	AMS-NI-WIRELESS-FOC, Labor: Systems Engineer - Wireless AP- Configuration and installation per RFP SOW	150.00	5,850.00
45	12	EA	AMS-NI-PM-SPR, Labor: Project Manager	150.00	1,800.00
46	57	EA	AMS-NI-LAN-SW-FOC, labor: Systems Engineer - Switching - Configuration and installation per RFP SOW	175.00	9,975.00
47	8	EA	AMS-NI-LAN-SW-FOC, Labor: Systems Engineer - Core Switching	200.00	1,600.00
			**********		
			>>> CONSOLIDATED CABLE <<<		

ACCOUNT NUMBER	AMOUNT
210-00000-0-93000-85000-6249-773-0000-0000	$5,813,182.66

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
:PURR CONTRACT SMC-TN-04
General Order

SUB TOTAL	$ 5,413,218.93
SALES TAX	$ 399,963.73
SHIPPING	$ 0.00
TOTAL	$ 5,813,182.66

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000618
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AMS.NET, LLC

Vendor# 403128

VENDOR
AMS.NET, LLC
502 COMMERCE WAY
LIVERMORE, CA 94551

Phone: (559) 547-2866 **Fax:** (925) 606-4668

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
VARIOUS SITES

For: TECHNOLOGY SERVICES
MOYA/LEPATAN/TECHNOLOGY

PO Date: 08/08/2025 **Requested Delivery:** 06/30/2026 **Buyer Name:** David Gerharter **Req#** R0000113

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
48	420	EA	OR-HDJ6A-00, JACK CAT6A CLARITY	13.88	5,829.60
49	168	EA	86B6ASL-6IN-5, PATCH CORD CAT6A Green 6" W/BOOTS SLIMLINE	1.50	252.00
50	63	EA	OR-PHDHJU24, 24 Port Snap In High Density Panel	60.00	3,780.00
51	210	EA	EZRD6A010100, CAT6A UTP PATCH CORD 1' GRN	13.88	2,914.80
52	227	EA	OR-404TJ2, Ortronics Trackjac SMB 2 Port	4.63	1,051.01
53	42	EA	86B6ASL-6IN-5, PATCH CORD CAT6A Green 6" W/BOOTS SLIMLINE	150.00	6,300.00
54	17	EA	86B6ASL-6IN-5, PATCH CORD CAT6A Green 6" W/BOOTS SLIMLINE	2.57	43.69
55	50	EA	6A-246-2B, Category 6A Cabling	590.00	29,500.00
56	66	EA	1024-31237, Oberon Nema Enclosure	1,412.50	93,225.00
57	149	EA	PN10L08V, Wiremold PN10 Surface Raceway Ivory 8'	22.00	3,278.00
58	149	EA	PN10F06V, Wiremold PN10 Cover Clip Ivory	2.63	391.87
59	41	EA	PN10F11V, Wiremold PN10 Flat 90 Elbow Ivory	1.71	70.11
60	41	EA	PN10F21V, Wirelmold PN10 Entrance End Fitting Ivory	3.75	153.75
61	91	EA	65970, 3/4" EMT 10' Pipe	18.13	1,649.83
62	90	EA	641064, 3/4" EMT Connector	2.41	216.90
63	36	EA	641068, 3/4" EMT Coupler	2.50	90.00
64	27	EA	297855, 3/4" Single Gang RACO box	6.56	177.12
65	27	EA	295589, Single Gang RACO Cover	2.00	54.00
66	1	EA	66498, 2 hole strap	0.33	0.33
67	1	EA	65992, 3/4" Liquid Tight	2.71	2.71
68	1	EA	66773, 3/4" Liquid Tight Connector	5.59	5.59
69	1	EA	641064, 3/4" EMT Connector	2.55	2.55
70	1	EA	641068, 3/4" EMT Coupler	2.69	2.69
71	675	EA	CAT21HP4Z34, 1 5/16IN J-HOOK TO 1/4IN THREADED ROD	4.33	2,922.75

ACCOUNT NUMBER	AMOUNT
210-00000-0-93000-85000-6249-773-0000-0000	$5,813,182.66

(A)	SHIPMENT	DATE
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(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
:PURR CONTRACT SMC-TN-04
General Order

SUB TOTAL	$ 5,413,218.93
SALES TAX	$ 399,963.73
SHIPPING	$ 0.00
TOTAL	$ 5,813,182.66

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000618
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AMS.NET, LLC

Vendor# 403128

VENDOR

AMS.NET, LLC
502 COMMERCE WAY
LIVERMORE, CA 94551

Phone: (559) 547-2866 **Fax:** (925) 606-4668

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
VARIOUS SITES

For: TECHNOLOGY SERVICES
MOYA/LEPATAN/TECHNOLOGY

PO Date: 08/08/2025 **Requested Delivery:** 06/30/2026 **Buyer Name:** David Gerharter **Req#** R0000113

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
72	21	EA	JETLINE, 6500' PULL STRING	54.29	1,140.09
73	21	EA	VEL-O-3/4-0, VELCRO ONE-WRAP 3/4" BLK (25yrds)	31.43	660.03
74	21	EA	31-388, IDEAL Pulling Lubercant 1 Quart	13.11	275.31
75	21	EA	TZES221, 3/8 BLACK ON WHITE EXTRA STRENGTH LABEL TAPE	21.30	447.30
76	21	EA	TZES251, 1" BLACK WHITE INDUSTRIAL LABEL TAPE	31.63	664.23
77	33	EA	AMS-CP-CONSUMABLES, Cabling Consumables: Tape,String, Labels, Lube	50.00	1,650.00
78	33	EA	AMS-CP-HARDWARE, Cabling: Mounting Hardware	50.00	1,650.00
79	576	EA	AMS-CI-CT-PW, Labor: Cabling - Prevailing Wage AMS will install new cat 6A cabling to all of the 5 locations in the RFP. AMS will certify the cabling with the lifetime warranty requested in the RFP. AMS will utilize existing pathways. If pathways are unusable, AMS will utilize the pathway material on the quote. Per the RFP, if material is unused, material will be returned to district. If there are unforeseen pathway issues, there may be an additional cost to the customer	176.00	101,376.00
80	58	EA	AMS-CI-CT-PW, Labor: Cabling - Prevailing Wage AMS will install 2 outdoor AP's. AMS will seal all penetrations	176.00	10,208.00
81	35	EA	AMS-CI-PM-FOC, Labor: Project Manager - Cabling **********	200.00	7,000.00
			>>> PERFORMANCE BOND Q-00092669 <<<		
82	1	EA	AMS-BOND	89,777.85	89,777.85

ACCOUNT NUMBER	AMOUNT
210-00000-0-93000-85000-6249-773-0000-0000	$5,813,182.66

(A)	SHIPMENT	DATE
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(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
:PURR CONTRACT SMC-TN-04
General Order

SUB TOTAL	$ 5,413,218.93
SALES TAX	$ 399,963.73
SHIPPING	$ 0.00
TOTAL	$ 5,813,182.66

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000618
Show this number on invoices, packages and correspondence.

AMS.NET, LLC

Vendor# 403128

VENDOR
AMS.NET, LLC
502 COMMERCE WAY
LIVERMORE, CA 94551

Phone: (559) 547-2866 **Fax:** (925) 606-4668

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
VARIOUS SITES

For: TECHNOLOGY SERVICES
MOYA/LEPATAN/TECHNOLOGY

PO Date: 08/08/2025 **Requested Delivery:** 06/30/2026 **Buyer Name:** David Gerharter **Req#** R0000113

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			PAYMENT AND PERFORMANCE BONDS		
			**********		
			>>>CHANGE ORDER #1 - QUOTE Q-00093217<<<		
83	1412	EA	E3N-CW-E Cisco Wireless Essentials EA 3.0 LIC and Support $4.75 EA PER MONTH X 36 MONTHS = $171.00	171.00	241,452.00
84	6	EA	E3N-C95005-A C9500 CISCO DNA EA ADVANTAGE 48Y4C $100.95 EA PER MONTH X 36 MONTHS = $3,634.20	3,634.20	21,805.20
85	17	EA	E3N-C9200CX1-E C9200CX 8-port CISCO DNA EA Essentials $3.35 PER MONTH X 36 MONTHS = $120.60	120.60	2,050.20
86	430	EA	E3N-C93002-E Cisco Systems:C9300 48-port CISCO DNA EA Essentials $13.92 PER MONTH X 36 MONTHS = $501.12	501.12	215,481.60
87	20	EA	E3N-C95002-A C9500 CISCO DNA EA Advantage Low (12Q/16X) $88.21 PER MONTH X 36 MONTHS = $3,175.56	3,175.56	63,511.20
88	6	EA	E3N-C9300X2-E C9300X 24-port CISCO DNA EA Essentials $7.58 PER MONTH X 36 MONTHS = $272.88	272.88	1,637.28
89	1	EA	E3-CX-ST-T1NBD SVCS Portfolio Success Track L1 8x5xNBD Switching Support $878.41 PER MONTH X 36 MONTHS	31,622.76	31,622.76
90	1	EA	E3-CX-ST-T1NCD	131,747.40	131,747.40

ACCOUNT NUMBER	AMOUNT
210-00000-0-93000-85000-6249-773-0000-0000	$5,813,182.66

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
:PURR CONTRACT SMC-TN-04
General Order

SUB TOTAL	$ 5,413,218.93
SALES TAX	$ 399,963.73
SHIPPING	$ 0.00
TOTAL	$ 5,813,182.66

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000618
Show this number on invoices, packages and correspondence.

AMS.NET, LLC

Vendor# 403128

VENDOR

AMS.NET, LLC
502 COMMERCE WAY
LIVERMORE, CA 94551

Phone: (559) 547-2866 **Fax:** (925) 606-4668

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
VARIOUS SITES

For: TECHNOLOGY SERVICES
MOYA/LEPATAN/TECHNOLOGY

PO Date: 08/08/2025 **Requested Delivery:** 06/30/2026 **Buyer Name:** David Gerharter **Req#** R0000113

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
91	1	EA	SVCS Portfolio Success Track L1 8x7xNCD Switching Support $3,659.65 PER MONTH X 36 MONTHS E3-CX-ST-T1SWT SVCS Portfolio Success Track L1 ST SW Switching Support $2,792.25 PER MONTH X 36 MONTHS ********** SEND ALL PAYMENT APPLICATIONS TO: DAVID GERHARTER <davidgerharter@burbankusd.org> LOURDES MOYA <lourdesmoya@burbankusd.org> PAUL LEPATAN <paullepatan@burbankusd.org> REFERENCE PROJECT 2425-025 ON ALL DOCUMENTS AND CORRESPONDENCE ********** *** SPECIAL INSTRUCTIONS *** * PAYMENT TERMS: 95% PAYMENT TO BE MADE UPON COMPLETION, ACCEPTANCE BY THE DISTRICT REPRESENTATIVE AND RECEIPT OF DUPLICATE INVOICE. THE FINAL PAYMENT OF FIVE PERCENT (5%) SHALL BE MADE UPON RECEIPT OF THE LABOR AND MATERIAL RELEASE, 60 DAYS AFTER ACCEPTANCE OF WORK BY DISTRICT. ACCEPTANCE WILL BE MADE ONLY BY AN ACTION OF THE GOVERNING BOARD IN A PUBLIC MEETING	100,521.00	100,521.00

ACCOUNT NUMBER	AMOUNT
210-00000-0-93000-85000-6249-773-0000-0000	$5,813,182.66

Contract Number
:PURR CONTRACT SMC-TN-04
General Order

SUB TOTAL	$ 5,413,218.93
SALES TAX	$ 399,963.73
SHIPPING	$ 0.00
TOTAL	$ 5,813,182.66

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
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(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000618
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AMS.NET, LLC

Vendor# 403128

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AMS.NET, LLC
502 COMMERCE WAY
LIVERMORE, CA 94551

Phone: (559) 547-2866 **Fax:** (925) 606-4668

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
VARIOUS SITES

For: TECHNOLOGY SERVICES
MOYA/LEPATAN/TECHNOLOGY

PO Date: 08/08/2025 **Requested Delivery:** 06/30/2026 **Buyer Name:** David Gerharter **Req#** R0000113

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			THEREOF.		

ACCOUNT NUMBER	AMOUNT
210-00000-0-93000-85000-6249-773-0000-0000	$5,813,182.66

Contract Number
:PURR CONTRACT SMC-TN-04
General Order

SUB TOTAL	$ 5,413,218.93
SALES TAX	$ 399,963.73
SHIPPING	$ 0.00
TOTAL	$ 5,813,182.66

(A)	SHIPMENT RECVD BY	DATE
(B)	SHIPMENT RECVD BY	DATE
(C)	SHIPMENT RECVD BY	DATE
(D)	SHIPMENT RECVD BY	DATE
(E)	SHIPMENT RECVD BY	DATE

Shipment Complete ( )

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

RECEIVING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000642
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
EMERSON ELEMENTARY
720 E. CYPRESS AVE.
BURBANK, CA 91501-1898

For: EMERSON ELEMENTARY
M. WILLIAMS-BAER

PO Date: 08/07/2025 **Requested Delivery:** 08/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000739

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #2: INCREASE BY $2000.00 FOR A REVISED TOTAL OF $6,000.00 DUE TO NEED OF SUPPLIES AS PER R0001381 ********** CHANGE ORDER #1: INCREASE BY $2000.00 FOR A REVISED TOTAL OF $4000.00 AS PER R0000900 TO MAKE ADDITONAL PURCHASES **********	2,000.00	2,000.00
2	1	CO	CHANGE ORDER #1: INCREASE BY $2000.00 FOR A REVISED TOTAL OF $4000.00 AS PER R0000900 TO MAKE ADDITONAL PURCHASES ********** >>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $2,000.00 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 3:00 PM, TO EMERSON ELEMENTARY ATTN: MAUREEN BAER 720 E CYPRESS AVE BURBANK, CA 91501 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO 26000642 WHEN CHECKING OUT A CART ON	2,000.00	2,000.00
3	1	LOT		2,000.00	2,000.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-203-0000-0000	$6,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 6,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 6,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000642
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
EMERSON ELEMENTARY
720 E. CYPRESS AVE.
BURBANK, CA 91501-1898

For: EMERSON ELEMENTARY
M. WILLIAMS-BAER

PO Date: 08/07/2025 **Requested Delivery:** 08/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000739

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			AMAZON. UPON RECEIPT OF THE ORDER, NOTE RECEIPT OF ALL ITEMS IN YOUR AMAZON ACCOUNT AND SNED A BUDGET TRANSFER REQUEST SHOULD YOU NEED TO CHARGE THIS ORDER TO A DIFFERENT EXPENSE ACCOUNT. PLEASE SAVEYOUR PACKING LIST FOR FUTURE REFERENCE IF NEEDED. IF YOU DO NOT RECEIVE A PACKING LIST, PLEASE GO TO THE AMAZON SITE AND SEARCH FOR THE ORDER NUMBER FOR YOUR DELIVERY, PRINT IT OUT, CHECK OFF THE ITEMS, SIGN AND DATE THE PRINT OUT. VENDOR WILL ONLY BE PAID FOR ORDERS RECEIVED IN THE AMAZON RECEIVING PORTAL		

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-203-0000-0000	$6,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 6,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 6,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

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PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000905
Show this number on invoices, packages and correspondence.

AMPLIFY EDUCATION INC.

Vendor# 400488

VENDOR

AMPLIFY EDUCATION INC.
55 WASHINGTON STREET SUITE 800
BROOKLYN, NY 11201-1071

Phone: (800) 823-1969 **Fax:** (646) 403-4700

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
1900 WEST OLIVE AVE
BURBANK, CA 91506-2460

For: INSTRUCTIONAL SERVICES
KNAPIK/ANDERS/DIAZ

PO Date: 09/05/2025 **Requested Delivery:** 08/08/2025 **Buyer Name:** Terri Harvey **Req#** R0001053

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $40.44 FOR A REVISED TOTAL OF $54,402.92 DUE TO INVOICE BEING MORE THAN BOARD APPROVED AMOUNT. IT IS GOING BACK TO THE BOARD FOR 11/6/25 TO GET APPROVED. ********** LICENSE NAME: Amplify LINK TO WEBPAGE FOR SPECIFIC LICENSE: https://service.amplify.com/s/ TERM START DATE: 08/08/2025 TERM EXPIRATION DATE: 06/30/2026 END USER EMAIL: RobynAnders@burbankusd.org (THE PERSON WHO THE LICENSE SHOULD BE SENT TO OR THE ACCOUNT ADMINISTRATOR) IS THIS A RENEWAL? (YES OR NO) NO ********** REFERENCE QUOTE #Q-557995-1 BOARD APPROVAL DATE: 08/11/2025	40.44	40.44
2	1	EA		54,362.48	54,362.48

ACCOUNT NUMBER	AMOUNT
010-00000-0-11121-11100-5840-742-0000-0000	$54,402.92

General Order

SUB TOTAL	$ 54,402.92
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 54,402.92

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
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(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

AMPLIFY EDUCATION INC.

Burbank Unified School District
Fiscal Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Mariam Abdelhamid, Ph.D., Assistant Superintendent, Business Services
PREPARED BY:	Mariam Abdelhamid, Ph.D., Assistant Superintendent, Business Services
SUBMITTED BY:	Cheretta Wade, Administrative Secretary II, Business Services
DATE:	November 6, 2025
SUBJECT:	Approval of Warrants

Background:
Approval of commercial warrants for period beginning September 1, 2025, and ending September 30, 2025.

Discussion/Issues:
Fiscal Services is submitting for approval warrants issued September 1, 2025 through September 30, 2025.

Fiscal Impact: (if any)
$9,351,788.37

Recommendation: Mariam Abdelhamid, Ph.D., Assistant Superintendent, Business Services, recommends that the Board of Education approve commercial warrants in the total amount of $9,351,788.37, issued September 1, 2025 through September 30, 2025, as presented.

Vendor Name		01	11	12	13	14	21	25	40	67	76
	Warrant Number	General Fund	Adult Education Fund	Child Development Fund	Cafeteria Enterprise Fund	Deferred Maintenance Fund	Building Fund	Capital Facilities Fund	Special Reserve Fund for Capital Outlay Projects	Retiree Benefits Activity	Warrant Pass-Through Fund
4A CRANE SERVICE CO.	22381589	$1,250	$0	$0	$0	$0	$0	$0	$0	$0	$0
AAB CORPORATION	22392387	$0	$8,500	$0	$0	$0	$0	$0	$0	$0	$0
ACADEMIC THERAPY PUBLICATIONS	22373172, 22377565	$433	$0	$0	$0	$0	$0	$0	$0	$0	$0
ACCO ENGINEERED SYSTEMS, DEPT. 1106139	22370935	$9,828	$0	$0	$0	$0	$0	$0	$0	$0	$0
ACE BUSINESS MACHINES, INC.	22351587	$195	$0	$0	$0	$0	$0	$0	$0	$0	$0
ACSA - ASSOC OF CALIFORNIA SCHLS ADMIN	22366868, 22373173	$1,550	$0	$0	$0	$0	$0	$0	$0	$0	$3,854
ADAM DEVORE	22373174	$39	$0	$0	$0	$0	$0	$0	$0	$0	$0
ADAMS SILVA & MCNALLY LLP	22366869	$18,805	$0	$0	$0	$0	$0	$0	$0	$0	$0
ADI	22370936, 22385846	$1,430	$0	$0	$0	$0	$0	$0	$0	$0	$0
AERIES SOFTWARE	22390338	$558	$0	$0	$0	$0	$0	$0	$0	$0	$0
AGUILERA, LENORA	22360089	$155	$0	$0	$0	$0	$0	$0	$0	$0	$0
ALBA JOHANNA SCHOFIELD	22375261	$2,550	$0	$0	$0	$0	$0	$0	$0	$0	$0
ALL PHASE ELECTRIC SUPPLY CO	22370937, 22379575	$296	$0	$0	$0	$0	$0	$0	$0	$0	$0
ALPHA INTERPRETING AGENCY, CORP.	22364712, 22373175, 22385847	$247,893	$0	$0	$0	$0	$0	$0	$0	$0	$0
ALTERNATIVE LOGISTICS TECHNOLOGIES HOLDIN	22366870	$11,690	$0	$0	$0	$0	$0	$0	$0	$0	$0
AMAZON CAPITAL SERVICES	22364713, 22360090, 22362508, 22385848	$22,883	$4,321	$0	$3,602	$0	$0	$208	$0	$0	$0
AME BUILDERS INC.	202509090485844	$4,415	$0	$0	$0	$0	$6,585	$0	$0	$0	$0
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2(	22353580, 22366871	$1,131	$0	$0	$0	$0	$0	$0	$0	$0	$0
AMERICAN FIDELITY	22353581	$0	$0	$0	$0	$0	$0	$0	$0	$0	$57,322
AMERICAN FIDELITY ASSURANCE COMPANY	22379576	$0	$0	$0	$0	$0	$0	$0	$0	$0	$21,529
AMERICAN OUTDOOR EDUCATION LLC	22392388	$20,264	$0	$0	$0	$0	$0	$0	$0	$0	$0
AMTECH ELEVATOR SERVICE	22360091	$383	$0	$0	$0	$0	$0	$0	$0	$0	$0
ANA MARIA MOEN	202509260491973	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
ANIXTER INC	22379577	$35	$0	$0	$0	$0	$0	$0	$0	$0	$0
ANNA MARTIROSYAN	202509260491956	$0	$0	$0	$0	$0	$0	$0	$0	$708	$0
ANNE JACKSON	22351588	$15	$0	$0	$0	$0	$0	$0	$0	$0	$0
ANNETTE RIOJAS	202509260491917	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
APPLE INC	22375262, 22385849	$1,389	$0	$0	$0	$0	$0	$0	$0	$0	$0
AREVAHAD AVANESSIAN	202509260491855	$0	$0	$0	$0	$0	$0	$0	$0	$284	$0
AREY JONES EDUCATIONAL SOLUTIONS	22379578, 22381590	$3,844	$0	$0	$0	$0	$0	$0	$0	$0	$0
ARROW RESTAURANT EQUIPMENT	22349999, 22392389	$0	$0	$0	$356,464	$0	$0	$0	$0	$0	$0
ATKINSON, ANDELSON, LOYA, RUUD & ROMO	22362509, 22368912	$97,115	$0	$0	$0	$0	$0	$0	$0	$0	$0
AT&T	22366872	$212	$0	$0	$0	$0	$0	$0	$0	$0	$0
ATTAINMENT COMPANY INC	22385850	$449	$0	$0	$0	$0	$0	$0	$0	$0	$0
AUTISM BEHAVIOR INTERVENTION INC	22368913, 22383858	$21,846	$0	$0	$0	$0	$0	$0	$0	$0	$0
AVANTGUARD MONITORING CENTERS, LLC	22381591, 22379579	$751	$0	$0	$0	$0	$0	$0	$0	$0	$0
AVS TEES	22353582, 22355626	$4,880	$0	$0	$0	$0	$0	$0	$0	$0	$0
AYA HEALTHCARE INC.	22360092	$3,675	$0	$0	$0	$0	$0	$0	$0	$0	$0
BALLS AND WHISTLES DBA AMAZING ATHLETES	22375263	$13,125	$0	$0	$0	$0	$0	$0	$0	$0	$0
BARBARA DEVALL	202509260491926	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
BARNES AND NOBLE INC	22390339, 22387936	$4,411	$6,887	$0	$0	$0	$0	$0	$0	$0	$0
BEHAVIOR AND EDUCATION INC	22392390	$7,512	$0	$0	$0	$0	$0	$0	$0	$0	$0
	202509040483918, 202509120486807, 202509050484431, 202509080485078,										
BEST CONTRACTING SERVICES, INC.	202509090485845	$0	$0	$0	$0	$0	$1,918,615	$0	$0	$0	$0
BEVERLY BUSSARD	202509260491984	$0	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
B & H PHOTO VIDEO	22351589	$1,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
BIG BRAND TIRE AND SERVICE	22392391	$386	$0	$0	$0	$0	$0	$0	$0	$0	$0
BMC WEST LLC 1202	22385851, 22379580	$560	$0	$0	$0	$0	$0	$0	$0	$0	$0
BOHNHOFF LUMBER CO.	22390340	$1,050	$0	$0	$0	$0	$0	$0	$0	$0	$0
BONINO, GABRIELLA	22351590	$6	$0	$0	$0	$0	$0	$0	$0	$0	$0
BOYS & GIRLS CLUB OF BURBANK	22373176, 22387937, 22351591	$359,550	$0	$0	$0	$0	$0	$0	$0	$0	$0
BRANDON HILLHURST	22387938	$97	$0	$0	$0	$0	$0	$0	$0	$0	$0
BRIDGET L HIGHFILL	202509260491977	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
BRITTANY MINDEL	22351592	$17	$0	$0	$0	$0	$0	$0	$0	$0	$0
BROIDY, HEATHER	22390341	$0	$0	$0	$0	$0	$0	$0	$0	$885	$0
BUDDY'S ALL STARS	22381592, 22392392	$3,326	$2,294	$0	$0	$0	$0	$0	$0	$0	$0
BURBANK IRRIGATION SUPPLY	22385852	$357	$0	$0	$0	$0	$0	$0	$0	$0	$0
BURBANK TEACHERS ASSOCIATION	22373177	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,018
BURBANK WATER AND POWER	22375264, 22370938, 22377566, 22362510, 22383859, 22377567	$388,587	$0	$0	$0	$0	$0	$0	$0	$0	$0
CALIFORNIA SCHOOL EMPLOYEES	22373178	$0	$0	$0	$0	$0	$0	$0	$0	$0	$22,448
CALPERS 457 PLAN	22351593, 22360093	$0	$0	$0	$0	$0	$0	$0	$0	$0	$8,804
CANON FINANCIAL SERVICES, INC.	22383860	$3,484	$0	$0	$0	$0	$0	$0	$0	$0	$0
CANON U.S.A., INC.	22353583	$4,200	$0	$0	$0	$0	$0	$0	$0	$0	$0
CARIN L WANTLAND	202509260491932	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
CAROL H ROWSEY	202509260491891	$0	$0	$0	$0	$0	$0	$0	$0	$427	$0
CAROLINA BIOLOGICAL SUPPLY CO	22351594	$247	$0	$0	$0	$0	$0	$0	$0	$0	$0
CAROLYN PERLSTEIN	202509260491925	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
CARTER FENCE COMPANY INC	22379581	$177	$0	$0	$0	$0	$0	$0	$0	$0	$0
CARYN S TOMER	202509260491920	$0	$0	$0	$0	$0	$0	$0	$0	$1,119	$0
C.A.S.H. (CA COALITION FOR ADEQUATE SCHOOL	22355627	$1,222	$0	$0	$0	$0	$0	$0	$0	$0	$0
CATALINA PAINTS	22370939	$618	$0	$0	$0	$0	$0	$0	$0	$0	$0
CATALINA PAINTS - BURBANK	22392393	$246	$0	$0	$0	$0	$0	$0	$0	$0	$0
CATHY MARCY	202509260491856	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
CDW GOVERNMENT	22377568, 22373179, 22387939, 22390342	$49,317	$547	$0	$0	$0	$0	$0	$0	$0	$0
CENGAGE LEARNING	22373180	$0	$3,432	$0	$0	$0	$0	$0	$0	$0	$0
CENGAGE LEARNING INC	22375265	$188,088	$0	$0	$0	$0	$0	$0	$0	$0	$0
CENTER FOR VISION DEVELOPMENT OPTOMETRY	22366873	$2,150	$0	$0	$0	$0	$0	$0	$0	$0	$0
CHARLES TAYLOR ENVIRONMENTAL	22387940	$1,225	$0	$0	$0	$0	$0	$0	$0	$0	$0
CHARMAINE MISLANG	22377569	$845	$0	$0	$0	$0	$0	$0	$0	$0	$0
CHERIE WESCOTT	202509260491962	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
CHRISTINA D'ANDREA	22390343	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
CHRISTINA K. WRIGHT	202509260491929	$0	$0	$0	$0	$0	$0	$0	$0	$131	$0
CHRISTINE DENISE ASSESSOR	22390344	$0	$0	$0	$0	$0	$0	$0	$0	$290	$0
CHRISTOPHER ANDREW MITCHELL	202509260491921	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
CHRISTOPHER CORRAL	22373181	$107	$0	$0	$0	$0	$0	$0	$0	$0	$0
CINDY SULLIVAN	202509260491844	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
	22370940, 22385853, 22387941, 22373182, 22366874, 22390345, 22377570,										
CITY OF BURBANK	22379582, 22392394	$18,576	$0	$0	$1,639	$0	$0	$0	$0	$0	$0
CITYWIDE UNIFORMS	22373183	$0	$3,132	$0	$0	$0	$0	$0	$0	$0	$0
CLARKE, KELLI	202509260491857	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
COAST TO COAST GLASS CORPORATION	22390346	$3,400	$0	$0	$0	$0	$0	$0	$0	$0	$0
CONTINENTAL ATHLETIC SUPPLY, INC	22381593	$7,098	$0	$0	$0	$0	$0	$0	$0	$0	$0
CONVERSE CONSULTANTS	22362511	$0	$0	$0	$0	$0	$0	$0	$4,719	$0	$0
COSETTE GRIDER	22387942	$1,600	$0	$0	$0	$0	$0	$0	$0	$0	$0
COUNTY OF LOS ANGELES PUBLIC HEALTH	22360094	$840	$0	$0	$0	$0	$0	$0	$0	$0	$0
COVELO GROUP, INC.	22373184	$18,006	$0	$0	$0	$0	$0	$0	$0	$0	$0
CYRITA SULLIVAN	22360095	$19	$0	$0	$0	$0	$0	$0	$0	$0	$0
DARIN WOLF	202509260491974	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0

DARYA NAGAEVA	22373185	$148	$0	$0	$0	$0	$0	$0	$0	$0	$0
DAVID OLMOS	22390347	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
DAVID REYES	202509260491912	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
DAVID THOMSON	202509260491865	$0	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
DE AVILA, JENNY	202509260491866	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
DEBBIE McHORNEY	22377571, 22373186	$824	$0	$0	$0	$0	$0	$0	$0	$0	$0
DEBORAH ANN FARMER	202509260491943	$0	$0	$0	$0	$0	$0	$0	$0	$710	$0
DEBORAH CRANMER	202509260491952	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
DEBORAH MADRIGAL	202509260491875	$0	$0	$0	$0	$0	$0	$0	$0	$1,396	$0
DELFINO ROMERO	202509260491874	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
DEPARTMENT OF INDUSTRIAL RELATIONS	22360096	$125	$0	$0	$0	$0	$0	$0	$0	$0	$0
DEPARTMENT OF JUSTICE	22385854	$1,946	$0	$0	$0	$0	$0	$0	$0	$0	$0
DEVRIES, KELLIE	22381594	$18	$0	$0	$0	$0	$0	$0	$0	$0	$0
DIANA RHOADS	202509260491872	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
DICK BLICK CO	22377572	$1,771	$0	$0	$0	$0	$0	$0	$0	$0	$0
DIVISION OF THE STATE ARCHITECT	22392395	$0	$0	$0	$0	$0	$723	$0	$0	$0	$0
DIY HOME CENTER	22379583, 22362512, 22370941, 22379584	$1,324	$0	$0	$0	$0	$0	$0	$0	$0	$0
DONNA S SPAULDING	202509260491886	$0	$0	$0	$0	$0	$0	$0	$0	$427	$0
DRIFTWOOD DAIRY	22360097, 22373187, 22362513, 22351595, 22379585	$0	$0	$0	$35,077	$0	$0	$0	$0	$0	$0
DUBNOFF/VALLEY HIGH SCHOOL	22373188	$14,130	$0	$0	$0	$0	$0	$0	$0	$0	$0
DUNN EDWARDS CORP	22373189, 22379586	$1,504	$0	$0	$0	$0	$0	$0	$0	$0	$0
DUNN EDWARDS CORPORATION/LA	22373190	$225	$0	$0	$0	$0	$0	$0	$0	$0	$0
EAGLE TOOLS	22390348	$3,990	$0	$0	$0	$0	$0	$0	$0	$0	$0
EDGEWORTH MONITORING LLC	22385855	$7,198	$0	$0	$0	$0	$0	$0	$0	$0	$0
EDWIN TAYLOR	22373191	$418	$0	$0	$0	$0	$0	$0	$0	$0	$0
ELESCO	22364714	$0	$0	$0	$0	$22,909	$0	$0	$0	$0	$0
ELIZABETH THOMAS	202509260491848	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
ELIZABETH WOOD	22390349, 22383861	$365	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
ELLEN HUIZAR	22387943	$96	$0	$0	$0	$0	$0	$0	$0	$0	$0
EMBI TEC	22351596	$310	$0	$0	$0	$0	$0	$0	$0	$0	$0
EMIT LEARNING LLC	22379587	$10,799	$0	$0	$0	$0	$0	$0	$0	$0	$0
EMS LINQ INC	22353584, 22383862	$0	$0	$0	$59,405	$0	$0	$0	$0	$0	$0
ENCORP	22385856	$2,110	$0	$0	$0	$0	$0	$0	$0	$0	$0
ENTERPRISE FM TRUST	22350000	$1,829	$0	$0	$0	$0	$0	$0	$0	$0	$0
ESCOBAR, CELIA MOLINA	202509260491854	$0	$0	$0	$0	$0	$0	$0	$0	$427	$0
EWING IRRIGATION PRODUCTS	22392396	$117	$0	$0	$0	$0	$0	$0	$0	$0	$0
EWING IRRIGATION PRODUCTS, INC.	22362514, 22373192	$865	$0	$0	$0	$0	$0	$0	$0	$0	$0
EXPRESS READERS INC	22360098	$361	$0	$0	$0	$0	$0	$0	$0	$0	$0
FAMILY SERVICE AGENCY OF BURBANK	22370942	$20,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
FEDERAL EXPRESS	22366875, 22385857, 22392397	$362	$0	$0	$0	$0	$0	$0	$0	$0	$0
FERGUSON ENTERPRISES, INC.	22373194	$1,084	$0	$0	$0	$0	$0	$0	$0	$0	$0
FERGUSON ENTERPRISES INC #1350	22362515, 22373193, 22379588	$5,794	$0	$0	$0	$0	$0	$0	$0	$0	$0
FILMTOOLS, INC	22351597	$3,332	$0	$0	$0	$0	$0	$0	$0	$0	$0
FIRST STUDENT, INC	22368914, 22375266	$266,481	$0	$0	$0	$0	$0	$0	$0	$0	$0
FRANCISCO J VILLARREAL	202509260491889	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
GARY D STROMBERG & ASSOCIATES LLC	22364715	$18,921	$0	$0	$0	$0	$0	$0	$0	$0	$0
GAUDENZI, FRANK AND HEATHER	22379589	$18,570	$0	$0	$0	$0	$0	$0	$0	$0	$0
GENEVA RICHARDS TARANDEK	202509260491938	$0	$0	$0	$0	$0	$0	$0	$0	$768	$0
GEORGAN YANTZ	202509260491852	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
GHADA BAKHOS	202509260491878	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
GLENDALE BUILDER'S SUPPLIES	22366876	$81	$0	$0	$0	$0	$0	$0	$0	$0	$0
GLOBAL EQUIPMENT COMPANY INC	22360099	$0	$0	$0	$2,862	$0	$0	$0	$0	$0	$0
GLORIA DIANE MEZA	202509260491882	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
GLORIA LARA	202509260491881	$0	$0	$0	$0	$0	$0	$0	$0	$330	$0
GOLD STAR FOODS	22366877, 22368915, 22379590, 22385858	$0	$0	$0	$257,413	$0	$0	$0	$0	$0	$0
GORDY'S WELDING SUPPLY	22360100	$115	$0	$0	$0	$0	$0	$0	$0	$0	$0
GRAINGER	22373195, 22379591, 22392398	$3,526	$0	$0	$0	$0	$0	$0	$0	$0	$0
GREAT LAKES SPORTS	22364716	$232	$0	$0	$0	$0	$0	$0	$0	$0	$0
GREG POWELL, ARCHITECT, A CORPORATION	22381595	$0	$0	$0	$0	$0	$2,030	$0	$0	$0	$0
GRIMCO, INC.	22351598, 22390350	$963	$0	$0	$0	$0	$0	$0	$0	$0	$0
GUITAR CENTER	22390351	$9,974	$0	$0	$0	$0	$0	$0	$0	$0	$0
GWENDOLYN OLICKER	22351599	$700	$0	$0	$0	$0	$0	$0	$0	$0	$0
HALLIE ELIZABETH FLEISHMAN	202509260491942	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
HART DESIGN BUILD, INC.	22360101	$0	$0	$0	$0	$0	$0	$0	$240,549	$0	$0
HASA INC	22373196	$1,235	$0	$0	$0	$0	$0	$0	$0	$0	$0
HATCH & CESARIO ATTORNEYS-AT-LAW	22355628, 22392399	$1,622	$0	$0	$0	$0	$0	$0	$0	$0	$0
HATHAWAY-SYCAMORES CHILD AND FAIMILY SER	22379592, 22373197	$90,966	$0	$0	$0	$0	$0	$0	$0	$0	$0
HD SUPPLY FORMERLY HOME DEPOT PRO	22360102, 22379593, 22373198	$19,116	$0	$0	$0	$0	$0	$0	$0	$0	$0
HEAT TRANSFER WAREHOUSE INC	22377573	$641	$0	$0	$0	$0	$0	$0	$0	$0	$0
HECTOR GARCIA	22360103	$85	$0	$0	$0	$0	$0	$0	$0	$0	$0
HELENE K MARTE	202509260491890	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
HELP GROUP	22373199	$44,094	$0	$0	$0	$0	$0	$0	$0	$0	$0
HENRY WALLACE ALEXANDER JR	202509260491975	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
HERFF JONES INC	22362516, 22353585	$150	$0	$0	$0	$0	$0	$0	$0	$0	$0
HIGH TRAILS OUTDOOR SCIENCE SCHOOL	22351600	$500	$0	$0	$0	$0	$0	$0	$0	$0	$0
HOLDING HANDS, BURBANK	22383863	$20,351	$0	$0	$0	$0	$0	$0	$0	$0	$0
HOLTZBRINKCK PUBLISHERS LLC DBA MPS	22355629	$237,023	$0	$0	$0	$0	$0	$0	$0	$0	$0
HOUGHTON MIFFLIN	22379594, 22385859	$332,099	$0	$0	$0	$0	$0	$0	$0	$0	$0
HYDRAULIC INDUSTRIAL PLUMBING SUPPLY	22364717	$320	$0	$0	$0	$0	$0	$0	$0	$0	$0
IAN LEPATAN	202509260491884	$0	$0	$0	$0	$0	$0	$0	$0	$662	$0
ICAN-B	22366878, 22381596	$23,646	$0	$0	$0	$0	$0	$0	$0	$0	$0
ICS SERVICE CO.	22373200	$600	$0	$0	$0	$0	$0	$0	$0	$0	$0
IHEARTMEDIA	22373201, 22362517	$0	$16,988	$0	$0	$0	$0	$0	$0	$0	$0
IMAGINE LEARNING LLC	22385860	$25,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
IMPERIAL DADE	22383864	$0	$0	$0	$34,747	$0	$0	$0	$0	$0	$0
INCLUSIVE EDUCATION & COMMUNITY	22351601	$97,709	$0	$0	$0	$0	$0	$0	$0	$0	$0
INFINITY BACKFLOW & PLUMBING SERVICE	22385861	$10,761	$0	$0	$0	$0	$0	$0	$0	$0	$0
INSTRUCTURE, INC.	22385862	$19,292	$0	$0	$0	$0	$0	$0	$0	$0	$0
INTERMOUNTAIN LOCK AND SECURITY SUPPLY	22364718, 22379596, 22373202	$5,185	$0	$0	$0	$0	$0	$0	$0	$0	$0
IN TOUCH BEHAVIORAL SERVICES, LLC	22379595	$37,727	$0	$0	$0	$0	$0	$0	$0	$0	$0
ISMAEL LOPEZ	202509260491958	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
IXL LEARNING	22362518	$2,594	$0	$0	$0	$0	$0	$0	$0	$0	$0
JACKIE DAVIS	202509260491966	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
JACQUELINE MORRISON	22353586	$0	$0	$900	$0	$0	$0	$0	$0	$0	$0
JAMES C. DEKAY	202509260491983	$0	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
JAMIE ANDREWS	202509260491862	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
JANE ANNE SINGER	22390352	$0	$0	$0	$0	$0	$0	$0	$0	$786	$0
JANET LAM-ZIEGLER	202509260491970	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
JANET MCKENNA	202509260491935	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
JANICE GRESHAM	22387944	$35	$0	$0	$0	$0	$0	$0	$0	$0	$0
JANICE L BUROW	202509260491979	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
JASMAN SEPRAKI	202509260491873	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0

JAYNES, DAVID	202509260491859	$0	$0	$0	$0	$0	$0	$0	$0	$1,396	$0
JEFFREY HERB THOMPSON	202509260491923	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
JENNIFER GRIFFITH	22373203	$60	$0	$0	$0	$0	$0	$0	$0	$0	$0
JENNIFER KLEIN	22373204	$41	$0	$0	$0	$0	$0	$0	$0	$0	$0
JERMAN AVANISIAN	202509260491863	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
JOANNE VALLONE	202509260491849	$0	$0	$0	$0	$0	$0	$0	$0	$284	$0
JOHN KLEIN	202509260491918	$0	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
JOHNSON, JILL	22373205	$119	$0	$0	$0	$0	$0	$0	$0	$0	$0
JOHNSTONE SUPPLY	22360104, 22364719, 22373206, 22379597, 22392400	$3,551	$0	$0	$0	$0	$0	$0	$0	$0	$0
JOSE JULIAN RODRIGUEZ	202509260491963	$0	$0	$0	$0	$0	$0	$0	$0	$131	$0
JOSE ONTIVEROS	202509260491948	$0	$0	$0	$0	$0	$0	$0	$0	$290	$0
JOSEPH BOYD	202509260491897	$0	$0	$0	$0	$0	$0	$0	$0	$1,396	$0
JOSE ROBERTO RODRIGUEZ VILLATA	202509260491985	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
JOSHUA JUNKERMEIER	22373207	$56	$0	$0	$0	$0	$0	$0	$0	$0	$0
JOY YOUNG	22351602	$14,080	$0	$0	$0	$0	$0	$0	$0	$0	$0
JPMORGAN CHASE BANK	22377574, 22379598	$19,732	$781	$6,097	$1,087	$0	$0	$0	$0	$0	$0
JULIE ANN GRENE	202509260491950	$0	$0	$0	$0	$0	$0	$0	$0	$388	$0
JULIE ANN LAMBERT	202509260491940	$0	$0	$0	$0	$0	$0	$0	$0	$710	$0
JULIE ARBOGAST	202509260491959	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
JULIE DAVIS	202509260491944	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
JULIE TURNER	22373208	$158	$0	$0	$0	$0	$0	$0	$0	$0	$0
KAREN DARRYN	202509260491853	$0	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
KAREN LYNN EPPORT	22392401	$4,750	$0	$0	$0	$0	$0	$0	$0	$0	$0
KATHRYN SESSINGHAUS	202509260491895	$0	$0	$0	$0	$0	$0	$0	$0	$1,396	$0
KATHY DINAPOLI	202509260491949	$0	$0	$0	$0	$0	$0	$0	$0	$290	$0
KATHY J YAEGER	202509260491883	$0	$0	$0	$0	$0	$0	$0	$0	$427	$0
KEN BROWN	202509260491915	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
KERR, NICHOLAS AND MCGEE, MICHELLE	22364720	$10,931	$0	$0	$0	$0	$0	$0	$0	$0	$0
KEVORK MADOOGLU	202509260491904	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
KIMBERLY A JOHNSON	202509260491903	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
KIMBERLY WILLIAMS	202509260491851	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
KING'S CUSTOM SHEET METAL	22364721	$325	$0	$0	$0	$0	$0	$0	$0	$0	$0
KRISKE, DAVID AND JESSICA	22351603	$4,830	$0	$0	$0	$0	$0	$0	$0	$0	$0
KR NIDA CORPORATION	22353587, 22366879	$5,900	$0	$0	$0	$0	$0	$0	$0	$0	$0
LABYRINTH LEARNING	22385863	$0	$2,060	$0	$0	$0	$0	$0	$0	$0	$0
LACOE	22383865, 22385864	$1,495	$0	$0	$0	$0	$0	$0	$0	$0	$0
LACOE-DIV OF ACCOUNTING & BUDGET DEV	22385865	$100	$0	$0	$0	$0	$0	$0	$0	$0	$0
L.A. GRINDING CO	22368916	$70	$0	$0	$0	$0	$0	$0	$0	$0	$0
LAKESHORE CURRICULUM MATERIAL	22362519, 22351604	$27	$0	$0	$0	$0	$0	$570	$0	$0	$0
LAURA BAUMAN	202509260491924	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
LAURA VINYARD - IMPREST ACCT	22373209	$519	$0	$0	$0	$0	$0	$0	$0	$0	$0
LAURIE A HARMON	202509260491933	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
LEONIS ADOBE MUSEUM	22364723	$1,320	$0	$0	$0	$0	$0	$0	$0	$0	$0
LEO ROSENBLUM & ASSOCIATES	22351605, 22364722, 22379599, 22385866, 22377575	$16,291	$0	$0	$0	$0	$0	$0	$0	$0	$0
LESLIE HAWA	202509260491860	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
LESZEK BACZKOWSKI	202509260491879	$0	$0	$0	$0	$0	$0	$0	$0	$427	$0
LEVEL 3 COMMUNICATIONS LLC	22377576	$1,069	$0	$0	$0	$0	$0	$0	$0	$0	$0
LIANN ASMUSSEN	202509260491945	$0	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
LIGHTFOOT, RICHARD	22373210	$0	$0	$0	$0	$0	$0	$0	$0	$3,145	$0
LINDA LINDLEY	202509260491898	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
LINDA MARIE SWEENEY	202509260491953	$0	$0	$0	$0	$0	$0	$0	$0	$284	$0
LINDA V. GREGORCZYK	202509260491981	$0	$0	$0	$0	$0	$0	$0	$0	$3,317	$0
LINDE GAS & EQUIPMENT INC	22364724, 22392402	$107	$0	$0	$0	$0	$0	$0	$0	$0	$0
LINGUABEE LLC	22379600, 22364725	$15,158	$0	$0	$0	$0	$0	$0	$0	$0	$0
LINGUISTIC INC.	22351606	$0	$56,000	$0	$0	$0	$0	$0	$0	$0	$0
LITTLE BEE SPEECH CO.	22373211	$240	$0	$0	$0	$0	$0	$0	$0	$0	$0
LODI UNIFIED SCHOOL DISTRICT	22351607	$0	$0	$0	$1,144	$0	$0	$0	$0	$0	$0
LOREEN M THOMAS	202509260491919	$0	$0	$0	$0	$0	$0	$0	$0	$290	$0
LORI SCHLEINKOFER	22381597	$53	$0	$0	$0	$0	$0	$0	$0	$0	$0
LOS ANGELES COUNTY FIRE DEPARTMENT	22360105	$3,231	$0	$0	$0	$0	$0	$0	$0	$0	$0
LOS ANGELES COUNTY OFFICE OF EDUCATION	22390353	$825	$0	$0	$0	$0	$0	$0	$0	$0	$0
Los Angeles Lockbox	22387945, 22373212	$24,649	$0	$0	$0	$0	$0	$0	$0	$0	$0
LOUIS DY	202509260491846	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
LOZANO SMITH	22366880	$40,827	$0	$0	$0	$0	$0	$0	$0	$0	$0
LYDIA MARINA RIOS	22390354	$0	$0	$0	$0	$0	$0	$0	$0	$284	$0
LYNDA CAMARILLO	202509260491869	$0	$0	$0	$0	$0	$0	$0	$0	$739	$0
MADDIGAN, DEBORAH	22387946	$249	$0	$0	$0	$0	$0	$0	$0	$0	$0
MAGMALL	22392403	$217	$0	$0	$0	$0	$0	$0	$0	$0	$0
MARGARET HESS-WITUCKI	202509260491968	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
MARGARET MORGAN	202509260491946	$0	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
MARIA ELENA ROMERO	202509260491867	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
MARIA L PEREZ	202509260491910	$0	$0	$0	$0	$0	$0	$0	$0	$290	$0
MARIA MARQUEZ CARMAN	202509260491916	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
MARK CLARKE	202509260491845	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
MARK PALMER	202509260491876	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
MARLA J JURMAN	202509260491969	$0	$0	$0	$0	$0	$0	$0	$0	$710	$0
MARLA STEPHANIE LIDDELL-JOHNSON	202509260491971	$0	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
MARTHA FERGUSON	202509260491880	$0	$0	$0	$0	$0	$0	$0	$0	$290	$0
MARTHA WALTER	202509260491980	$0	$0	$0	$0	$0	$0	$0	$0	$1,396	$0
MARY HYMAN	202509260491858	$0	$0	$0	$0	$0	$0	$0	$0	$427	$0
MARY KELLY	202509260491877	$0	$0	$0	$0	$0	$0	$0	$0	$710	$0
MASSADI ENTERPRISES	22362520, 22370943	$0	$0	$0	$0	$0	$0	$0	$24,200	$0	$0
MB DANCE INC	22375267	$9,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
MCCALLA COMPANY JANITORIAL SUPPLIES	22364726	$549	$0	$0	$0	$0	$0	$0	$0	$0	$0
MELARAGNO, M.D., ALBERT J.	22351608, 22385867	$525	$0	$0	$0	$0	$0	$0	$0	$0	$0
MERCEDITA R CORNEJO	202509260491885	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
MICHAEL A DECARO	202509260491899	$0	$0	$0	$0	$0	$0	$0	$0	$388	$0
MICHAEL AND LEAH CARBONE	22364727	$5,885	$0	$0	$0	$0	$0	$0	$0	$0	$0
MICHELLE HACKING	22390355	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
MIDAMERICA ADMINISTRATIVE & RETIREMENT SC	202509160487612	$0	$0	$0	$0	$0	$0	$0	$0	$0	$9,316
MOBYMAX LLC	22360106	$6,260	$0	$0	$0	$0	$0	$0	$0	$0	$0
MORHIL GROUP, INC	22351609	$0	$0	$0	$7,913	$0	$0	$0	$0	$0	$0
MTI ENTERPRISES INC	22383866	$42	$0	$0	$0	$0	$0	$0	$0	$0	$0
MUTUAL OF OMAHA	22373213	$6,128	$0	$0	$0	$0	$0	$0	$0	$0	$0
MYBASEPAY USA LLC	22364728, 22379601, 22387947	$14,282	$0	$0	$0	$0	$0	$0	$0	$0	$0
MYSTERY SCIENCE	22385868	$1,999	$0	$0	$0	$0	$0	$0	$0	$0	$0
NANCY J MARTIN	202509260491902	$0	$0	$0	$0	$0	$0	$0	$0	$710	$0
NANCY PETERSEN	202509260491982	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
NANCY RENEE FITZGERALD	202509260491976	$0	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
NAPA AUTO PARTS	22364729, 22373214, 22392404	$177	$0	$0	$0	$0	$0	$0	$0	$0	$0
NARINEH BARZEGAR	22373215	$741	$0	$0	$0	$0	$0	$0	$0	$0	$0
NASCO WEST	22360107	$177	$0	$0	$0	$0	$0	$0	$0	$0	$0

NCS PEARSON INC	22381598, 22385869	$1,409	$0	$0	$0	$0	$0	$0	$0	$0	$0
NEW YORK LIFE INSURANCE COMPANY	22383867	$545,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
NORTHERN SAFETY CO., INC.	22379602	$168	$0	$0	$0	$0	$0	$0	$0	$0	$0
NTT AMERICA INC	22362521, 22392405	$14,016	$0	$0	$0	$0	$0	$0	$0	$0	$0
NURTURING NESTS THERAPY CENTER INC	22381599, 22385870	$178,669	$0	$0	$0	$0	$0	$0	$0	$0	$0
OCCUPATIONAL THERAPY ASSOCIATION OF CALIF	22377577	$1,217	$0	$0	$0	$0	$0	$0	$0	$0	$0
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	22377578, 22379603, 22351610, 22392406, 22353588, 22360108, 22383868, 22373216, 22362522	$10,885	$446	$0	$0	$0	$0	$0	$0	$0	$0
OLD GROVE ORANGE, INC	22387948	$0	$0	$0	$11,628	$0	$0	$0	$0	$0	$0
OPTERRA ENERGY SERVICES	22375268	$28,679	$0	$0	$0	$0	$0	$0	$0	$0	$0
OPTERRA ENERGY SERVICES, LLC	22377579	$0	$0	$0	$0	$0	$158,465	$0	$0	$0	$0
PAMELA A. ELLIS	202509260491930	$0	$0	$0	$0	$0	$0	$0	$0	$330	$0
PAMELA COHEN	202509260491901	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
PAPER RECYCLING & SHREDDING SPECIALISTS, II	22375269	$1,504	$0	$0	$0	$0	$0	$0	$0	$0	$0
PARADIGM HEALTHCARE SERVICES, LLC	22364730	$3,416	$0	$0	$0	$0	$0	$0	$0	$0	$0
PATRICIA IVANKOVIC	202509260491941	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
PATRICIA VALDIVIA GOLASKI	202509260491887	$0	$0	$0	$0	$0	$0	$0	$0	$710	$0
PATRICK CARMAN	202509260491843	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
PERMA BOUND A DIV OF HERTZBERG NEW METH	22360109	$363	$0	$0	$0	$0	$0	$0	$0	$0	$0
PERRY REX BULLINGTON	202509260491928	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
PGLS LLC	22387949	$9,283	$0	$0	$0	$0	$0	$0	$0	$0	$0
PHILLIP HARRIS	202509260491913	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
PITSCO EDUCATION, LLC	22387950	$3,942	$0	$0	$0	$0	$0	$0	$0	$0	$0
PLUMBING BOYS INC	22355630	$2,939	$0	$0	$0	$0	$0	$0	$0	$0	$0
PLUMBING WHOLESALE OUTLET INC	22366881, 22379604, 22373217, 22381600, 22385871, 22392407	$15,796	$0	$0	$0	$0	$0	$0	$0	$0	$0
PNC C/O FELLERS LLC	22375270	$1,261	$0	$0	$0	$0	$0	$0	$0	$0	$0
POSITIVE DEVELOPMENT	22381601	$4,170	$0	$0	$0	$0	$0	$0	$0	$0	$0
PRINTERSAURUS REX, INC.	22383869	$1,937	$0	$0	$0	$0	$0	$0	$0	$0	$0
PRINT KRAZE	22368917, 22351611	$11,009	$0	$0	$0	$0	$0	$0	$0	$0	$0
PRO-ED PAYMENTS/REMITTANCE	22385873, 22392408	$1,627	$0	$0	$0	$0	$0	$0	$0	$0	$0
PROFESSIONAL TURF SPECIALTIES, INC.	22355632	$3,600	$0	$0	$0	$0	$0	$0	$0	$0	$0
PROFESSIONAL TUTORS OF AMERICA, INC	22351612	$1,710	$0	$0	$0	$0	$0	$0	$0	$0	$0
PRO LINE GYM FLOORS INC.	22385872, 22355631	$14,325	$0	$0	$0	$0	$0	$0	$0	$0	$0
PURPLE COMMUNICATIONS INC	22392409	$0	$816	$0	$0	$0	$0	$0	$0	$0	$0
QUADIENT LEASING USA INC	22385874	$935	$0	$0	$0	$0	$0	$0	$0	$0	$0
QUEST THERAPY GROUP, LLC	22379605, 22381602, 22368918, 22373218	$22,696	$0	$0	$0	$0	$0	$0	$0	$0	$0
QXO	22366882	$666	$0	$0	$0	$0	$0	$0	$0	$0	$0
RAFAELA LIZARRAGA	202509260491908	$0	$0	$0	$0	$0	$0	$0	$0	$290	$0
RALPH DEJEAN FALLS	202509260491955	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
RANDY M OGAWA	202509260491954	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
RANDY OGAWA	22387951	$6,080	$0	$0	$0	$0	$0	$0	$0	$0	$0
RAPTOR TECHNOLOGIES LLC	22353589	$68,495	$0	$0	$0	$0	$0	$0	$0	$0	$0
REBECCA RODRIGUEZ	202509260491914	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
RED RIVER PRESS INC	22351613	$0	$9,440	$0	$0	$0	$0	$0	$0	$0	$0
REFRIGERATION SUPPLIES DIST	22379606, 22373219, 22366883, 22379607, 22392410	$8,319	$0	$0	$0	$0	$0	$0	$0	$0	$0
REMEDIA PUBLICATIONS	22379608	$713	$0	$0	$0	$0	$0	$0	$0	$0	$0
RENAISSANCE LEARNING INC	22355633, 22373220	$18,286	$0	$0	$0	$0	$0	$0	$0	$0	$0
RENEE N MILLER	22375271	$340	$0	$0	$0	$0	$0	$0	$0	$0	$0
RENEE NORMAN MILLER	202509260491939	$0	$0	$0	$0	$0	$0	$0	$0	$1,396	$0
RICHARD D LIGHTFOOT	202509260491894, 202509220489327	$6,168	$0	$0	$0	$0	$0	$0	$0	$786	$0
RICHARD JAMES SARQUIZ	202509260491937	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
RICK VONK	202509260491957	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
RITA MORGAN	22364731	$12,535	$0	$0	$0	$0	$0	$0	$0	$0	$0
ROBERT D. ALCANTAR	202509260491927	$0	$0	$0	$0	$0	$0	$0	$0	$427	$0
RON YOUNG	22373221	$275	$0	$0	$0	$0	$0	$0	$0	$0	$0
ROOBINA KARIMIAN	22390356	$0	$0	$0	$0	$0	$0	$0	$0	$708	$0
ROSE BRAND WIPERS, INC	22364732	$0	$0	$0	$0	$40,597	$0	$0	$0	$0	$0
ROSE GARCIA	202509260491847	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
R & R ROOFING & WATERPROOFING, INC.	202509040483919	$0	$0	$0	$0	$0	$540,705	$0	$0	$0	$0
RUSSELL SIGLER INC.	22385875, 22364733, 22392411, 22355634, 22360110	$16,496	$0	$0	$0	$0	$0	$0	$0	$0	$0
RUTHIE DIFONZO	202509260491922	$0	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
RUTH VALADEZ	22351614	$979	$0	$0	$0	$0	$0	$0	$0	$0	$0
RYDIN	22360111	$42	$0	$0	$0	$0	$0	$0	$0	$0	$0
SABRINA RUIZ-EMMONS	202509100486178	$11,218	$0	$0	$0	$0	$0	$0	$0	$0	$0
SAFEGUARD BUSINESS SYSTEMS, INC	22390357	$334	$0	$0	$0	$0	$0	$0	$0	$0	$0
SALLY A COTREL	202509260491900	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
SANDRA DE BARROS	202509260491888	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
SANDRA ENGEL	202509260491864	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
SANDRA KING	22377580	$9,905	$0	$0	$0	$0	$0	$0	$0	$0	$0
SANDY HILLEGAART	22377581	$525	$0	$0	$0	$0	$0	$0	$0	$0	$0
SAN JOAQUIN COUNTY OFFICE OF EDUCATION	22353591	$4,299	$0	$0	$0	$0	$0	$0	$0	$0	$0
SARAH KNAUFF SPEECH THERAPY	202509020482960, 202509170488046	$20,400	$0	$0	$0	$0	$0	$0	$0	$0	$0
SAVVAS LEARNING COMPANY LLC	22379610	$3,145	$0	$0	$0	$0	$0	$0	$0	$0	$0
SCHOLASTIC	22373222, 22392412	$1,547	$0	$0	$0	$0	$0	$0	$0	$0	$0
SCHOOL HEALTH CORP	22351616	$127	$0	$0	$0	$0	$0	$0	$0	$0	$0
SCHOOLS FIRST FCU	22373224	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,310
SCHOOL ZONE TRANSPORTATION, INC	22351617, 22373223	$3,750	$0	$0	$0	$0	$0	$0	$0	$0	$0
SCREENCASTIFY LLC	22387952	$864	$0	$0	$0	$0	$0	$0	$0	$0	$0
SEDGWICK CMS INC	22364735	$2,375	$0	$0	$0	$0	$0	$0	$0	$0	$0
SHANNON MARANDO	22373225	$118	$0	$0	$0	$0	$0	$0	$0	$0	$0
SHANNON TROY	22364736	$875	$0	$0	$0	$0	$0	$0	$0	$0	$0
SHARI LYNNE AUPROUX	202509260491892	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
SHARON D CUSEO	202509260491931	$0	$0	$0	$0	$0	$0	$0	$0	$739	$0
SHAWN LEE MULLOY	202509260491906	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
SHELLEY J. DAVIES	202509260491936	$0	$0	$0	$0	$0	$0	$0	$0	$427	$0
SHERYL HAMBRO	202509260491896	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
SIGNAL HILL AUTO ENTERPRISES, INC.	22360113, 22385876	$9,840	$0	$0	$0	$0	$0	$0	$0	$0	$0
SIGN UP INTERPRETING SERVICES, LLC	22373226, 22364737, 22366885	$21,955	$0	$0	$0	$0	$0	$0	$0	$0	$0
SIMA NAZEM	202509260491905	$0	$0	$0	$0	$0	$0	$0	$0	$284	$0
SLATER SLATER SCHULMAN LLP	22392413	$455,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
SMARDAN SUPPLY BURBANK	22379611, 22385877, 22360114, 22373227	$8,744	$0	$0	$0	$0	$0	$0	$0	$0	$0
SMART & FINAL STORES CORP	22362524, 22351618	$64	$210	$0	$0	$0	$0	$0	$0	$0	$0
SOFTCHOICE CORP	22373228	$34	$0	$0	$0	$0	$0	$0	$0	$0	$0
SOLIANT	22351619, 22366886, 22377582	$6,026	$0	$0	$0	$0	$0	$0	$0	$0	$0
SOLIANT HEALTH	22362525, 22390358	$3,744	$0	$0	$0	$0	$0	$0	$0	$0	$0
SONIA BANKS	202509260491868	$0	$0	$0	$0	$0	$0	$0	$0	$1,087	$0
SOUTH COAST AQMD	22360115	$737	$0	$0	$0	$0	$0	$0	$0	$0	$0
SOUTHERN CALIFORNIA GAS COMPANY	22381603	$13	$0	$0	$0	$0	$0	$0	$0	$0	$0
SOUTHWEST SCHOOL & OFFICE SUPPLY	22383871	$32	$0	$0	$0	$0	$0	$0	$0	$0	$0
SPICERS PAPER CO	22366887, 22375272	$60,444	$0	$0	$0	$0	$0	$0	$0	$0	$0
S.T.A.R ACADEMY	22379609	$1,062	$0	$0	$0	$0	$0	$0	$0	$0	$0
STEIN, ALISON	22377583	$806	$0	$0	$0	$0	$0	$0	$0	$0	$0

STELLA M VERANO	202509260491909	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
STEPHANIE STOCKTON	22373229	$264	$0	$0	$0	$0	$0	$0	$0	$0	$0
STUMBAUGH & ASSOCIATES INC	22379612	$133	$0	$0	$0	$0	$0	$0	$0	$0	$0
SUNBELT CONTROLS INC	22366888	$557	$0	$0	$0	$0	$0	$0	$0	$0	$0
SUSAN CONWAY	202509260491965	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
SUSAN J LEVY AUSTIN	202509260491961	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
SUSAN LISTRO	202509260491850	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
SUSANNE LANE-LARMOUTH	202509260491978	$0	$0	$0	$0	$0	$0	$0	$0	$330	$0
SUZANNE ELIZABETH MCHORNEY	202509260491972	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
S.W. SCHOOL SUPPLY	22360112, 22353590, 22351615, 22362523, 22366884, 22364734, 22383870	$2,147	$240	$2,986	$0	$0	$0	$0	$0	$0	$0
TALLER DOS FLORES	22381604	$0	$6,955	$0	$0	$0	$0	$0	$0	$0	$0
TDS/OMNI&TSACG	202509020482961, 202509090485846, 202509080485079, 202509160487613	$0	$0	$0	$0	$0	$0	$0	$0	$0	$218,960
TEXAS LIFE INSURANCE CO	22353592	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,180
TEXTBOOK WAREHOUSE INC	22351620	$1,524	$0	$0	$0	$0	$0	$0	$0	$0	$0
THE ALMANSOR CENTER	22387953	$11,604	$0	$0	$0	$0	$0	$0	$0	$0	$0
THE HILLSIDE SCHOOL & LEARNING CENTER	22373231	$5,364	$0	$0	$0	$0	$0	$0	$0	$0	$0
THERESA DAOU	202509260491934	$0	$0	$0	$0	$0	$0	$0	$0	$710	$0
THERESA NICOLAOU	202509260491861	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
THERESA SETTLEMOIR	202509260491871	$0	$0	$0	$0	$0	$0	$0	$0	$290	$0
THE STANDARD INSURANCE COMPANY	22373232	$0	$0	$0	$0	$0	$0	$0	$0	$0	$143
THE STEM ACADEMY, INC.	22355635	$3,980	$0	$0	$0	$0	$0	$0	$0	$0	$0
THE TORO COMPANY	22364739, 22392414	$297	$0	$0	$0	$0	$0	$0	$0	$0	$0
TIFFANY DESIMONE	202509260491911	$0	$0	$0	$0	$0	$0	$0	$0	$769	$0
TIME AND ALARM SYSTEMS	22360116	$2,611	$0	$0	$0	$0	$0	$0	$0	$0	$0
TIMMY CHIN	202509260491951	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
TIMOTHY TRACE	202509260491907	$0	$0	$0	$0	$0	$0	$0	$0	$290	$0
TINA NUNEZ TELLEZ	202509260491947	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
TINY HANDS THERAPY LLC	22379613	$21,160	$0	$0	$0	$0	$0	$0	$0	$0	$0
T-MOBILE	22364738, 22373230	$1,138	$0	$0	$0	$0	$0	$0	$0	$0	$0
TOOLEY, LAURA	202509260491870	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
TOOLS TO GROW OT	22360117	$595	$0	$0	$0	$0	$0	$0	$0	$0	$0
TOOL TIME	22364740, 22373233, 22392415	$663	$0	$0	$0	$0	$0	$0	$0	$0	$0
TRACI ANN FELLMAN	202509260491967	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
TRACY M. GLEN	22364741	$2,915	$0	$0	$0	$0	$0	$0	$0	$0	$0
TURF STAR, INC	22360118	$226	$0	$0	$0	$0	$0	$0	$0	$0	$0
ULINE - Attn: ACCOUNTS RECEIVABLES	22373236, 22381605, 22387954, 22385878	$6,986	$0	$0	$0	$0	$0	$0	$0	$0	$0
UME FEDERAL CREDIT UNION	22373237	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,175
UNITED SITE SERVICES	22385879	$1,962	$0	$0	$0	$0	$0	$0	$0	$0	$0
US AIR CONDITIONING DISTRIBUTORS	22373238, 22364742, 22385880, 22379614, 22392416	$9,417	$0	$0	$0	$0	$0	$0	$0	$0	$0
U.S. BANK	22373234	$1,536	$0	$0	$0	$0	$0	$0	$0	$0	$0
U.S. BANK EQUIPMENT FINANCE	22373235	$49,075	$0	$0	$0	$0	$0	$0	$0	$0	$0
USI INC	22387955	$349	$0	$0	$0	$0	$0	$0	$0	$0	$0
VALERIE CAFARELLA	22390359	$0	$0	$0	$0	$0	$0	$0	$0	$290	$0
VANOOHI SARKISSIAN	202509260491893	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
VICKI G THALHEIMER	202509260491960	$0	$0	$0	$0	$0	$0	$0	$0	$1,106	$0
VICTORIA DIAZ	202509260491964	$0	$0	$0	$0	$0	$0	$0	$0	$670	$0
VILLA ESPERANZA SERVICES	22373239, 22387956	$8,728	$0	$0	$0	$0	$0	$0	$0	$0	$0
VIRCO MFG CO	22383872	$468	$0	$0	$0	$0	$0	$4,171	$0	$0	$0
VISION SERVICE PLAN	202509030483571	$29,110	$0	$0	$0	$0	$0	$0	$0	$0	$0
VISTA HIGHER LEARNING	22351621	$1,021	$0	$0	$0	$0	$0	$0	$0	$0	$0
WAXIE SANITARY SUPPLY	22366889, 22373240, 22379615, 22392417	$22,695	$0	$0	$0	$0	$0	$0	$0	$0	$0
WESTERN EXTERMINATOR	22373241	$0	$0	$0	$3,390	$0	$0	$0	$0	$0	$0
WESTERN PSYCHOLOGICAL SERVICES	22381606	$274	$0	$0	$0	$0	$0	$0	$0	$0	$0
WESTERN SAFETY PRODUCTS, INC	22377584	$673	$0	$0	$0	$0	$0	$0	$0	$0	$0
WHITE'S STUDIOS	22385881	$156	$0	$0	$0	$0	$0	$0	$0	$0	$0
WILDLIFE LEARNING CENTER	22392418	$1,455	$0	$0	$0	$0	$0	$0	$0	$0	$0
WRIGHT'S SUPPLY INC	22364743, 22373242, 22379616	$1,015	$0	$0	$0	$0	$0	$0	$0	$0	$0
YARIJANIAN & ASSOCIATES, PC	22366890	$11,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
ZEN EDUCATE INC	22351622	$8,974	$0	$0	$0	$0	$0	$0	$0	$0	$0
ZOO-PHONICS INC	22385882	$482	$0	$0	$0	$0	$0	$0	$0	$0	$0

Burbank Unified School District
Department of Student Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Peter Knapik, Assistant Superintendent of Educational Services

PREPARED BY: Narineh Barzegar, Director of Student Services

SUBMITTED BY: Lauren Dieter, Administrative Secretary

DATE: November 6, 2025

SUBJECT: Approval of Amended Agreement for Professional Services

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Background:
The District contracts with an interpreting company to provide American Sign Language (ASL) interpreters for parents during conferences, hearings, meetings and events when it is requested by the parent.

Discussion/lssues:
The implementation of this agreement will not affect the District's internal accounting controls. Each invoice received requires approval from Student Services in order to issue payment to the provider. Provider will provide ASL interpreters for parents during conferences, hearings, meetings and events. See attached pricing and policies document for more detailed information. Due to the revision to the agreement, the Board item is being submitted as an amended ratification.

Fiscal Impact:
The original agreement was Board approved on 9/18/2025 for $2,000. This amendment increases the agreement to $6,000.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the amended agreement between Burbank Unified School District and Sign Up Interpreting Services, LLC to provide ASL interpreters for parents during conferences, hearings, meetings and events on an as needed basis, effective August 5, 2025 through June 30, 2026, not to $6,000 (01.0-00000.0-11100-10000-5810-7450000), and that the 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
FROM:	Administrative Services
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	November 6, 2025
SUBJECT:	Approval of Amended District Memberships 2025-2026

Background:

The membership to Cluster 4 Induction Directors is for Terry Williamson, Teacher on Special Assignment, Professional Development and Induction Program Coordinator in the Human Resources Department.

Discussion/Issues:

The Cluster 4 membership was previously processed as a conference because it previously included conference attendance. Based on the attached contract, it is being added to the District Membership List.

Fiscal Impact:

Organization	Site	Amount	Appropriation#
Cluster 4 Induction Directors	Human Resources	$400	01.0-00000.0-00000-72000-5310-7401000

Please note: Changes in bold and with an asterisk.

Recommendation:

Administrative Services, recommends that the Board of Education approve the amended District Memberships for the 2025-2026 school year, as presented.

Burbank Unified School District Memberships for 2025-2026

Organization	Type of Membership	Estimated Cost 2025-26	Funding Source	String
Amazon Capital Services	District-Wide	$ 3,858.00	Purchasing	01.0-00000-0-00000-72000-5310-7531000
America's Battle of the Books	School Site	$ 50.00	Emerson	01.0-00000.0-11100-10000-4310-2031000
Association for California School Administrators (ACSA)	Individual	$ 1,950.00	Superintendent	01.0-00000.0-00000-71500-5310-7411000
Association for California School Administrators (ACSA)	Individual	$ 1,800.00	Business Office	01.0-00000.0-00000-72000-5310-7471000
Association for California School Administrators (ACSA)	Individual	$ 3,600.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421000
Association for California School Administrators (ACSA)	Individual	$ 1,800.00	Human Resources	01.0-00000.0-00000-72000-5310-7551000
Association for Supervision and Curriculum Development (ASCD)	Individual	$ 150.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421000
CA Career Development Association	School Site	$ 35.00	BHS	01.0-06350.0-38000-10000-5310-7910000
California Art Education Association	School Site	$ 35.00	Muir	01.0-00000.0-17001-10000-5310-3221000
California Association of School Business Officials(CASBO)	Institutional	$ 5,250.00	District Office	01.0-00000.0-00000-72000-5310-7401000
California Association of School Business Officials(CASBO)	Individual	$ 300.00	Business Office	01.0-00000.0-00000-72000-5310-7471000
California Career Development Association	Individual	$ 35.00	BHS	01.0-06350.0-38000-10000-5310-7910000
California Coalition for Adequate School Housing (CASH)	Individual	$ 209.00	Facilities	01.1-81500.0-00000-81100-5310-7523100
California Consortium for Independent Study	School Site	$ 60.00	Independent Learning	01.0-00000.0-00000-27000-5310-5750000
California Council for Adult Education (CCAE)	School Site	$ 750.00	Adult Education	11.0-63900.0-41100-27000-5310-5330000
California School Board Association (CSBA)	Board	$ 14,500.00	Board of Education	01.0-00000.0-00000-71100-5310-7561000
California School Nutrition Association	District	$ 2,700.00	Food Services	13.0-53100.0-00000-37000-5310-7490000
California IT In Education (CITE)	District	$ 375.00	Technology	01.0-00000.0-00000-77000-5310-7730000
***Cluster 4 Induction Directors**	**Individual**	**$ 400.00**	**Human Resources**	**01.0-00000.0-00000-72000-5310-7400000**
Collaborative for High Performance Schools (CHPS)	District	$ 50.00	Districtwide	01.0-00000.0-00000-71500-5310-7411000
Costco	District	$ 110.00	Districtwide	01.0-00000.0-00000-72000-5310-7471000
Edjoin/San Joaquin County of Education	District	$ 4,299.00	Human Resources	01.0-00000.0-00000-72000-5310-7401000
Los Angeles County School Trustees Association (LACSTA)	Board	$ 150.00	Board of Education	01.0-00000.0-00000-71100-5310-7561000
National Academy Foundation Program	BHS/JBHS	$ 14,000.00	CTE	01.0-06350.0-38000-10000-5310-7910000
National Association for Gifted Children (NAGC)	Individual	$ 119.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421300
National Association of Secondary School Principals	School Site	$ 215.00	Luther Burbank MS	01.0-62640.0-00000-21503-5310-7429000
National Council of Teachers of Mathematics (NCTM)	School Site	$ 165.00	Edison	01.0-00000.0-11100-10000-5310-2021000
National Honor Society (NASSP)	School Site	$ 385.00	JBHS	01.0-00000.0-11100-10000-5310-4321000
National Student Clearinghouse	School Site	$ 1,200.00	Instructional Services	01.0-00000.0-00000-72000-5310-7421000
San Gabriel Valley Purchasing Association (SGVPA)	Individual	$ 30.00	Purchasing	01.0-00000.0-00000-72000-5310-7531000
School Employers Association of California (SEAC)	District	$ 2,350.00	Human Resources	01.0-00000.0-00000-72000-5310-7401000
SKILLS USA (JBHS/BHS)	JBHS/BHS	$ 3,500.00	CTE	01.0-06350.0-38000-10000-5310-7910000
Southern California School Nutrition Association (CSNA)	Institutional	$ 500.00	Food Services	13.0-53100.0-00000-37000-5310-7490000
Student Television Network	Individual	$ 125.00	JBHS	01.0-00000.0-18005-10000-5310-4321000
Super Co-Op Lodi USD (Lead Agency)	District	$ 2,200.00	Food Services	13.0-53100.0-00000-37000-5310-7490000

Cluster 4 Induction Directors

Membership Agreement

Purpose

The Cluster 4 Regional Induction Directors was designed as a professional learning community for induction leaders across Los Angeles County. Cluster 4 provides opportunities for collaboration, communication, and support, as outlined by the California Commission on Teacher Credentialing (CTC) in Program Standard 6.

Membership

Cluster 4 Membership is for three years. A Membership fee of $400 per year is assessed annually and covers the period of July 1st to June 30th of that school year. Membership dues are made payable to Claremont Unified School District Regional Support and due by October 1st of each year.

Membership Contact Information

Cluster 4 Member Program Contact shall be updated annually or as changes are made. Each program shall designate one individual to serve as the designated contact person for their program.

Induction Program Name:	Burbank Unified School District			
Induction Program Address:	1900 W Olive Ave *Street Address*	Burbank *City*	CA *State*	91506 *Zip*
Designated Contact Person:	Terry Williamson *First & Last Name*		TOSA, PD *Title of Position*	
Designated Contact Info:	terrywilliamson@burbankusd.org *Email Address*		818-795-6138 *Phone Number*	

Membership Benefits

Cluster 4 Member Program have access to all of the following:

- ☑ ***Cluster Support Meetings for up to four (4) participants***
- ☑ ***A minimum of four (4) Cluster Support meetings are provided each year.***
  Meetings will include ongoing technical assistance to implement the CTC program standards as well as other induction related training and collaboration.
- ☑ ***Meeting dates will be determined by the Cluster 4 Leadership Team annually.***
  All meetings are from 9am-11am at a location to be determined.
- ☑ ***C4Induction.org Google Suite Access:*** **C4 Assigned Email Address: burbank@c4induction.org**
  The C4Induction.org Google Suite houses a library of resources to support induction leaders with accreditation, professional development, and ongoing program development.
- ☑ ***Professional Development for Leaders and Program Participants:***
  As determined by the Cluster 4 Leadership Team with input from Cluster 4 leaders, professional development will be provided throughout the year to support leaders, mentors/coaches, and participating teachers/administrators.

Membership Responsibilities

Cluster 4 Member agree to the following responsibilities:

LAB ***Cluster 4 Support Meetings***
initial *Members agree to send at least one representative to each Cluster 4 Support Meeting who will serve as a communication liaison between the Cluster 4 Support Directors and their program.*

LAB ***Communication & Designated Contact***
initial *Members agree to assign one individual who will be responsible for Cluster 4 communication related to the Membership Invoice, Professional Development Registration & Communication, and the dissemination of any materials.*

LAB ***Service***
initial *As the Cluster 4 Induction Directors are led by volunteers, each program agrees to support Cluster 4 by hosting at least one professional development offering.*

LAB ***Membership Fees***
initial *All membership fees must be submitted no later than October 1st. Membership and Benefits will be placed on hold if fees are not received by this deadline.*

Membership Responsibilities

As the designated contact for the Burbank Unified School District program, I, Terry Williamson, confirm my agreement to the benefits and responsibilities related to Cluster 4 membership.

Terry Williamson	Terry Williamson	7/9/2024
Designated Contact Person	*Designated Contact Signature*	*Date*

Office Use Only:

Cluster 4 Induction Directors

Membership Invoice

Invoice Information

Invoice#: 1006 **Invoice Date:** 7/1/2023, 7/1/2024, 7/1/2025 **Invoice ID:** burbank@c4induction.org

Billed to:

Burbank Unified School District
Attn: Terry Williamson
1900 W Olive Ave
Burbank, CA 91506

Description:

Cluster 4 Membership is for three years, from July 1, 2023 through June 30, 2026. A Membership fee of $400 per year is assessed annually and covers the period of July 1st to June 30th of that school year.

Payment Schedule:

Payment Year	Amount Due	Status	Date Paid	Verification
2023-2024	$400.00 10/1/2023	Paid	11/13/2023	Patty Fletcher
2024-2025	$400.00 10/1/2024	Paid	9/17/2024	Patty Fletcher
2025-2026	$400.00 10/1/2025	Due		

Payment Instructions:

1) ***Purchase orders are NOT accepted***

2) Check must be made payable to:
"Claremont USD - Regional Support"

3) *Payment must be received no later than* ***October 1st of each year*** *in order to participate in Cluster 4 activities for that same school year.*

4) ***Check must be mailed to:***
Foothill Consortium
Attn: Patrick McKee, Director
Williams Educational Center
301 S. Loraine Avenue
Glendora, CA 91741

5) ***Questions: Contact Patty Fletcher at 626-963-2719***

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	November 6, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by EJK Behavioral Consulting, Inc. for Special Education

Background:

The Board of Education is being asked to approve an agreement for professional services to provide a functional behavior assessment (FBA) for Special Education student 960044762, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents whose IEPs require such services. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services.

Fiscal Impact:

Not to exceed $4,000.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and EJK Behavioral Consulting, Inc., to provide an FBA, not to exceed $4,000 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960044762, effective November 7, 2025 through June 30, 2026 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

TERMS OF AGREEMENT

This Agreement, made and entered into this 2nd day of October 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and EJK Behavioral Consulting, Inc. hereinafter referred to as "Provider."

Payee's Name: EJK Behavioral Consulting, Inc. Daytime Phone Number: 747-334-2398

Mailing Address: 5016 Parkway Calabasas #212 Calabasas, CA 91302

Email Address: ejkbehavior@gmail.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 11/06/2025 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 Providers.

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider 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 Provider agrees to perform the following services for the District, at a rate not to exceed $4,000 **Amount to include mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 11/07/2025 and terminating on: 06/30/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which EJK Behavioral Consulting, Inc. will provide a functional behavior assessment (FBA) for Student 960044762. Cost includes evaluation, observations, reviewing documentation, written report and attendance to IEP.

5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider 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 Provider, 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. Provider 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 Provider'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 Provider breach this agreement or fail to perform the required services in a satisfactory manner.

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider 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. Provider 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.

11. District and Provider 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 EJK Behavioral Consulting, Inc. 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 EJK Behavioral Consulting, 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.

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

EJK Behavioral Consulting, 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 EJK Behavioral Consulting, 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 EJK Behavioral Consulting, Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, EJK Behavioral Consulting, 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 EJK Behavioral Consulting, 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 EJK Behavioral Consulting, Inc. demand.

District shall save and hold EJK Behavioral Consulting, Inc., harmless from and against and shall indemnify EJK Behavioral Consulting, 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 EJK Behavioral Consulting, 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, EJK Behavioral Consulting, Inc. may defend the same and any expenses, including reasonable attorney's fees, which EJK Behavioral Consulting, Inc. may pay or incur in defending said action and the amount of any judgment which EJK Behavioral Consulting, 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

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

EJK Behavioral Consulting, Inc.
Provider/Company

Elizabeth J. Kim
Print Representative Name

BCBA
Title

Elizabeth J. Kim Verified by pdfFiller 10/02/2025
Signature

10/02/2025
Date

TO: Board of Education / Superintendent Consent 11/06/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-08. 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.

Change of Class	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Weber, Rebecca	School Nurse	01.0-00000.0-00000-31400-1216-772000	100	T-004-19		08/08/2025
Election: Substitute	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Arellano-Chung, Kristina	Sub/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01/S-001-02		09/26/2025
Beigikhaniy, Serli	CC Sub	12.0-90602.0-11100-10000-1160-7554000	100	S-001-06		10/16/2025
Davis, Elizabeth	Sub/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01/S-001-02		10/02/2025
Diaz Mena, Kelsey	Sub/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01/S-001-02		10/09/2025
Floyd, Leigh	Sub/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01/S-001-02		10/10/2025
Pena Lam, Josue	Sub/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01/S-001-02		09/30/2025
Wetzel, Madison	Sub/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01/S-001-02		09/30/2025
Election: Long Term Substitute	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Olkowski, Joshua	Long Term Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-10		10/20/2025 – 11/21/2025
Election: Prob 1	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Corona, David	Teacher	01.0-00000.0-11100-10000-1110-4310000	100	T-006-05		09/23/2025
Leave of Absence	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
CM-193-26		01.0-00000.0-00000-72000-1314-7550000	100	D-004-01		09/26/2025
CT-194-25		01.0-65000.0-57601-11100-1110-2050000	100	T-006-04		10/08/2025 – 10/24/2025
Resignation	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Crosby, Lucila	Teacher SE	01.0-65000.0-57300-11100-1110-5080000	100	T-005-19 + SP		09/30/2025
Huron, Rachel	Sub/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01/S-001-02		09/12/2025
Steinberg, Steven	Sub/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01/S-001-02		09/22/2025
Taira, Wendy	Intervention Teacher	01.0-00000.0-11100-10012-1130-7550000	100	S-001-01/S-001-02		09/10/2025
Retirement	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Jaroslow, Lori	Sub/SpEd Sub	01.0-00000.0-11100-10012-1130-7550000	100	S-001-01/S-001-02		06/01/2025
Salary Correction	**Assignment**	**APPROPRIATION NUMBER**	**PCT**	**RATE OF PAY**	**REMARKS**	**EFFECTIVE DATE/END DATE**
Chavez, Yanira	Resource Teacher	11.0-39050.0-41101-10000-1110-5330000	05	M–001–03	Did not roll on salary schedule	07/01/2025
		11.0-39050.0-41102-10000-1110-5330000	20			
		11.0-63910.0-41102-10000-1110-5330000	30			
		11.0-63910.0-41104-10000-1110-5330000	25			
		11.0-63910.0-41106-10000-1110-5330000	15			
		11.0-39130.0-41106-10000-1110-5330000	05			
Meza, Manuela	Resource Teacher	11.0-63910.0-41104-10000-1110-5330000	50	M – 001 – 03	Did not roll on salary schedule	07/01/2025
		11.0-63911.1-41104-10000-1110-5330000	50			

TO: Board of Education / Superintendent Consent 11/06/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-08. 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.

Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
Arevalo, Marianna	BHS	Intervention	Hourly	$53.46	25	09/22/2025 – 12/31/2025
Arevalo, Marianna	BHS	Other Hourly	Hourly	$39.67	15	09/22/2025 – 12/31/2025
Arevalo, Marianna	BHS	Newspaper	Stipend	$1081.00	4	08/08/2025 – 06/30/2026
Armes, Deborah	Providencia	Other Hourly	Hourly	$39.67	1	09/25/2025
Arriola Alcazar, Glenda	Health Services	Mileage	Stipend	Current Rate	As Needed	08/08/2025 – 05/29/2026
Arriola Alcazar, Glenda	Health Services	Home Teacher	Hourly	$42.39	50	10/15/2025 – 05/29/2026
Avagyan, Anush	BHS	Other Hourly	Hourly	$39.67	15	09/22/2025 – 12/31/2025
Cavanaugh, Annie	BHS	HS Instrumental Music	Stipend	$1427.00	4	08/08/2025 – 06/30/2026
Carroll, Brett	BHS	Vocal Music	Stipend	$1427.00	4	08/08/2025 – 06/30/2026
Collins, Brian	Providencia	Other Hourly	Hourly	$39.67	1	09/25/2025
Colvin Marvin, Katherine	Providencia	Other Hourly	Hourly	$39.67	1	09/25/2025
Coyne, Marie	Providencia	Other Hourly	Hourly	$39.67	1	09/25/2025
Fernando, Gajan	JBHS	Other Hourly	Hourly	$39.67	25	09/01/2025 – 05/31/2026
Fitzgerald, Kyle	JBHS	Other Hourly	Hourly	$39.67	25	09/01/2025 – 05/31/2026
Fritz, Catherine	JBHS	Other Hourly	Hourly	$39.67	1	09/19/2025
Gillearn, Jason	JBHS	Other Hourly	Hourly	$39.67	1	09/19/2025
Given, Sarah	BHS	Culinary Arts w/ Catering	Stipend	$521.00	4	08/08/2025 – 06/30/2026
Gomez, Jennifer	JBHS	Other Hourly	Hourly	$39.67	25	09/01/2025 – 05/31/2026
Hakobyan, Armenuhi	Providencia	Intervention	Hourly	$53.46	162	09/01/2025 – 12/19/2025
Holubek, Carol	BHS	Intervention	Hourly	$53.46	25	09/22/2025 – 12/31/2025
Holubek, Carol	BHS	Other Hourly	Hourly	$39.67	15	09/22/2025 – 12/31/2025
Isaeian, Mazhan	BHS	Intervention	Hourly	$53.46	25	09/22/2025 – 12/31/2025
Isaeian, Mazhan	BHS	Other Hourly	Hourly	$39.67	15	09/22/2025 – 12/31/2025
Kim, Jung	JBHS	Other Hourly	Hourly	$39.67	25	09/01/2025 – 05/31/2026
Lance, Michael	BHS	Coach Basketball	Stipend	$1527.00	3	11/02/2025 – 01/31/2026
Magallon, Michael	JBHS	Other Hourly	Hourly	$39.67	300	08/01/2025 – 06/30/2026
Marcy, Cathy	Providencia	Intervention	Hourly	$53.46	168	09/01/2025 – 12/19/2025
Matsui Von Guetzow, Sarah	Miller	Other Hourly	Hourly	$39.67	18	10/01/2025 – 05/31/2026
Matsui Von Guetzow, Sarah	Miller	Intervention	Hourly	$53.46	32	10/01/2025 – 05/31/2026
McMenamin, Patrick	Health Services	Mileage	Stipend	Current Rate	As Needed	08/08/2025 – 05/29/2026
McMenamin, Patrick	Health Services	Home Teacher	Hourly	$42.39	50	10/15/2025 – 05/29/2026
Mehta, Michelle	Washington	Intervention	Hourly	$53.46	8	09/01/2025 – 09/30/2025
Mercado, John	BHS	ASB Advisor	Stipend	$1427.00	4	08/08/2025 – 06/30/2026
Mucha, Michele	JBHS	Saturday Teacher	Daily	$169.90	1	09/27/2025
Obregon, Gabriel	Huerta	Other Hourly	Hourly	$39.67	60	10/01/2025 – 12/31/2025
Pepes, Chris	BHS	Saturday Teacher	Hourly	$169.90	1	09/01/2025 – 09/30/2025
Pisano, Jennifer	Special Ed	Home Teacher	Hourly	$42.39	85	09/29/2025 – 12/31/2025
Reyes, Dali	JBHS	Other Hourly	Hourly	$39.67	25	09/01/2025 – 05/31/2026
Roberts, Robyn	Washington	Intervention	Hourly	$53.46	8	09/01/2025 – 09/30/2025
Tait, Holly	Special Ed	Other Hourly	Hourly	$39.67	6	09/01/2025 – 09/30/2025
Wenzel, Anne	JBHS	Other Hourly	Hourly	$39.67	2	09/26/2025
Wenzel, Anne	JBHS	Other Hourly	Hourly	$39.67	1	09/19/2025
Winn, Amy	BHS	Intervention	Hourly	$53.46	25	09/22/2025 – 12/31/2025
Winn, Amy	BHS	Other Hourly	Hourly	$39.67	15	09/22/2025 – 12/31/2025
Winn, Amy	BHS	Perf Arts Yearbook	Stipend	$1081.00	4	08/08/2025 – 06/30/2026

TO: Board of Education / Superintendent Consent 11/06/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-08. 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.

Name	Program/Site	Task/Project	Type	Rate	Hours/Days Cap	Applicable Payrolls
Woo, Misik	BHS	CSF	Stipend	$521.00	4	08/08/2025 – 06/30/2026

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Retirement								
CASTILLO, Leticia	Supervisor, Human Resources	01.0-00000.0-00000-72000-2312-7550000	1.0	B-VII	A	12-30-25		Human Resources Began Service 10-08-85
DI PIAZZA, Kellie	Benefits Analyst	01.0-00000.0-00000-72000-2410-7550000	1.0	60-VI	A	12-30-25		Human Resources Began Service 10-05-98
Resignation								
DE LA CRUZ, Ruby	Campus Supervisor	01.0-00000.0-00000-83000-2210-3210000	.125	36-III	D	09-30-25		Huerta Middle School
GARCIA, Delia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-III	D	10-16-25		Special Education
HERNANDEZ, Yasmen	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	10-10-25		Special Education
PARKER, Joshua	Paraeducator – Special Education	01.0-65000.0-57602-11200-2110-2100000	.75	38-III	D	09-19-25		Miller Elementary
ROLAT, Sara	Senior Secretary – 11	01.0-00000.0-00000-27000-2410-4310000	1.0	42-VI	B	10-10-25		Burbank High School
THANUVALINGOM, Radha	Food Service Assistant	01.0-53100.0-00000-37000-2210-2030000	.4688	37-III	D	10-15-25		Emerson Elementary
Leave								
KHODABAKHSHI, Araz	Community Resource Assistant	01.0-01501.0-47600-27000-2410-2100000 01.0-00000.0-00000-27000-2410-2100000	.3834 .6166	37-II	D	11-24-25	01-09-26	Miller Elementary Parental Bonding
MORAN, Matthew	Instructional Technology Media Specialist	01.0-00000.0-00000-24200-2210-2100000	.75	42-I	D	08-14-25		Miller Elementary Health Leave
OROPEZA, Javier	Behavior Intervention Assistant	01.065000.0-57601-11905-2110-7440000	.8125	45-III	D	10-10-25	10-31-25	Special Education Health Leave
WARWICK, Rebeca	Occupational Therapist	01.0-65000.0-57601-31409-2211-7440000	1.0	C-VII	B	09-15-25	11-21-25	Special Education Parental Bonding
WARWICK, Rebeca	Occupational Therapist	01.0-65000.0-57601-31409-2211-7440000	1.0	C-VII	B	12-01-25	12-12-25	Special Education Parental Bonding

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Salary Adjustment								
MEDINA, Jennifer	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	04-07-25	09-30-25	Special Education Entered at Step III
Additional Compensation for Working Out of Class								
CASTELLON, Josie	Lead Payroll Technician	01.0-00000.0-00000-72000-2410-7470000	1.0	51-III	A	07-01-25	10-31-25	Fiscal Services
GIAMPIETRO, Tina	Food Services Operations Technician	13.0-53100.0-00000-37000-2410-7490000	1.0	44-VI	B	08-13-25	08-29-25	Food Services Department
GONZALEZ, Emily	Human Resources Analyst – Classified	01.0-00000.0-00000-72000-2410-7550000	1.0	48-II	A	09-01-25	09-30-25	Human Resources Department
HOY, Susan	Facilities Services Assistant	01.0-81500.0-+00000-81100-2410-752000	1.0	44-VI	A	09-01-25	10-31-25	Facilities Services
LOPEZ, Corielle	Human Resources Technician	01.0-00000.0-00000-72000-2410-7550000	1.0	43-VI	A	09-01-25	09-30-25	Human Resources Department
MELARAGNO, Debra	Human Resources Analyst- Classified	01.0-00000.0-00000-72000-2410-7550000	1.0	48-VI	A	09-01-25	09-30-25	Human Resources Department
TAYLOR, Charlsi	Food Services Operations Technician	13.0-53100.0-00000-37000-02410-749000	.6875	44-II	C	08-01-25	08-31-25	Food Services Department
Additional Compensation for Longevity								
CHAMBERS, Laura	Library Coordinator – Elementary	01.0-01500.0-11115-24200-2210-2090000	.625	36-VI	D	10-01-25		McKinley Elementary 30 years - $374/month
	Instructional Resource Assistant	01.0-30100.2-00000-24200-2210-2090000	.375	37-VI	D			
KHACHIKIAN, Alice	Paraeducator – English Language Learner	01.0-01500.0-47600-10000-2110-2030000 01.0-01501.0-47600-10000-2110-2030000	.40 .60	37-VI	D	10-01-25		Emerson Elementary 20 years - $177.50/month
MELIKIAN, Lilia	Paraeducator Children's Center 9.5	12.0-90602.0-11100-10000-2110-2090000	.375	37-VI	D	10-01-25		McKinley Elementary 10 years - $72/month
NATICE, Azuree	Library Coordinator – Elementary	01.0-01500.0-11115-24200-2210-2100000 01.0-30100.2-00000-24200-2210-2100000	.89 .11	36-VI	D	10-01-25		Miller Elementary 10 years - $192/month

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Longevity, continued								
OSPINA MORENO, Maria Del Pilar	Senior Attendance Technician	01.0-00000.0-00000-27000-2410-3220000	1.0	39-VI	B	10-01-25		Muir Middle School 20 years - $284/month
SHAHBAZIAN, Katrin	Food Service Assistant Food Service Assistant	13.0-53100.0-00000-37000-2210-3210000 13.0-53100.0-00000-37000-2210-3210000	.3125 .25	37-VI	D	10-01-25		Huerta Middle School 10 years - $108/month
SOSA, Agneris	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	10-01-25		Special Education 20 years - $284/month
ZINALVAND, Ayda	Paraeducator Children's Center 9.5 Food Service Assistant	12.0-90602.0-11100-10000-2110-2030000 13.0-53100.0-00000-37000-2210-2160000	.8387 .1613	37-VI 37-III	D D	10-01-25		Emerson Elementary 15 years - $229/month
Additional Compensation for Bilingual Translation								
CASTILLO, Leticia	Supervisor, Human Resources	01.0-00000.0-00000-72000-2312-7550000		B-VII	A	07-01-25	12-30-25	Human Resources Department Oral & Written - $118.00/month
DIAZ NOLASCO, Glenda	Administrative Secretary II	01.0-00000.0-00000-72000-2410-7420000 01.0-01501.0-11107-72000-2410-7420000	.50 .50	56-VI	A	07-01-25	06-30-26	Instructional Services Oral - $53.00/month
GARCIA, Hector	Student Services and Attendance Specialist	01.0-00000.0-00000-31300-2210-7450000		57-VI	A	07-01-25	06-30-26	Student Services Oral & Written - $118.00/month
MARKOSIAN, Alice	Senior Administrative Secretary – Confidential	01.0-00000.0-00000-27000-2411-7410000		B-VI	A	07-01-25	06-30-26	Human Resources Department Oral & Written - $118.00/month
QUITERIO, Cindy	Executive Assistant/ Public Information Officer	01.0-00000.0-00000-27000-2411-7410000		A-VII	A	07-01-25	06-30-26	Superintendent's Office Oral & Written - $118.00/month
ZAMUDIO, Ivan	Student Services and Attendance Specialist	01.0-00000.0-00000-31300-2210-7450000		57-VI	A	07-01-25	06-30-26	Student Services Oral & Written - $118.00/month
Change of Assignment – Classification/Location/FTE								
BELTRAN, Andrew	Custodian	01.0-00100.0-00000-82100-2210-3210000	1.0	38-VI	A	09-15-25		Dolores Huerta Middle School
BISWAS, Protiva	Food Service Assistant	13.0-53100.0-00000-37000-2210-2160000	.4375	37-III	D	10-06-25		Washington Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE, continued								
BRADSHAW, Dionne	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.9688	36-VI	D	08-11-25		Special Education
DE LA CRUZ, Ruby	Instructional Media Specialist-Middle School	01.0-00000.0-00000-24200-2210-3210000	1.0	46-I	B	10-01-25		Huerta Middle School
ESCOBEDO BARONA, Hael	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8438	45-I	D	09-22-25		Special Education
FREED, Evy	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2060000	.625	35-III	D	09-24-25		Jefferson Elementary
KONSTANTINE, Alexander	Technology Support Specialist I	01.0-00000.0-00000-77000-2410-4310000	1.0	49-III	A	10-23-25		Burbank High School
LEPATAN, Paul	Technology Services Manager	01.0-00000.0-00000-77000-2312-7730000	1.0	C-VI	A	09-29-25		Technology Services
NAZARYAN, Armen	Campus Supervisor	01.0-00000.0-00000-83000-2910-4310000	1.0	36-V	D	10-20-25		Burbank High School
PEREZ, Joseph	Custodial Foreman	01.0-00100.0-00000-82100-2210-7520000	1.0	51-V	A	09-22-25		Facilities Services
RICHARDSON, Ryan	Custodian	01.0-00100.0-00000-82100-2210-2030000	1.0	38-VI	A	09-15-25		Emerson Elementary
VARDANYAN, Meri	Paraeducator – English Language Learner	01.0-01501.0-11119-10000-2110-3220000	.75	36-IV	D	10-06-25		Muir Middle School
VAZIRANI, Archana	Technology Services Manager	01.0-00000.0-00000-77000-2312-7730000	1.0	C-VI	A	09-22-25		Technology Services
Temporary Change of Assignment								
TORRES, Natalie	Supervisor II, Food Services	13.0-53100.0-00000-37000-2230-3210000	1.0	19-IV	D	09-23-25	12-31-25	Huerta Middle School
Election – Monthly								
AGOSTI, Kristy Blake	Campus Supervisor	01.0-00000.0-00000-83000-2210-3210000	.75	36-I	D	10-21-25		Huerta Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Monthly, continued								
CRUZ, John	Paraeducator Severely Impaired	01.0-65000.0-57601-11108-2110-3200000	.8125	45-III	D	10-20-25		Luther Middle School
CRUZ GARCIA, Karen	Custodian	01.0-00100.0-00000-82100-2210-2140000	1.0	38-I	A	09-26-25		Roosevelt Elementary
GOMEZ, Dorian	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2140000	.6150	35-III	D	10-13-25		Roosevelt Elementary
LOYNES, Mary	Paraeducator – Severely Impaired	01.0-65000.0-57601-11108-2110-2160000	.5625	45-I	D	10-13-25		Washington Elementary
LYNTON, Delayne	Paraeducator-English Language Learner	01.0-01501.0-11119-10000-2110-3220000	.75	37-I	D	10-13-25		Muir Middle School
MACIAS, Giovanni	Paraeducator-Special Education	01.0-33100.0-57602-11200-2110-4320000	.75	38-I	D	10-20-25		Burroughs High School
MAGOON, Alyssa	Paraeducator-Special Education	01.0-33100.0-57602-11200-2110-4320000	.75	38-I	D	10-07-25		Burroughs High School
RODRIGUEZ, Carlos	Lead Custodian	01.0-00100.0-00000-82100-2210-2060000	1.0	43-I	A	09-26-25		Jefferson Elementary
SALMON, Emilia	Paraeducator-Special Education	01.0-65000.0-57602-11100-2110-3200000	.75	38-I	D	10-20-25		Luther Middle School
Election – Additional Assignment								
CADENA, Farley	English Language Development Office Specialist I	01.0-01500.0-11113-21000-2410-4320000	.25	35-II	D	10-13-25		Burroughs High School
Election – Hourly								
ABDUR-RAHIM, Asia	Technology Support Specialist II	01.0-00000.0-00000-77000-2460-7730000		$28.48	F	10-09-25		Human Resources
ALCARAZ, Bertha	Campus Supervisor	01.0-00000.0-11100-10009-2930-2130000		35-III	D	09-29-25	09-29-25	Providencia Elementary
ALLEN, Immanuel	Custodian (Substitute)	01.0-00100.0-00000-82100-2260-7520000		$19.53	F	10-03-25		Human Resources

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly, continued								
ALVAREZ B, Luis	Painter	01.0-81500.0-00000-81100-2240-7520000		52-VI	A	08-01-25	06-30-26	Facilities Services
ANDERSON, Erika	Health Services Assistant	01.0-95640.0-00000-31400-2230-7720000		41-VI	D	09-02-25	05-22-26	Health Services Department
ANZO, Manuel	Lead Custodian	01.0-90708.0-81000-50000-2240-7520000		43-III	A	09-01-25	06-30-26	Burroughs High School
ARIAS, Gerardo	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-VI	D	10-11-25	10-11-25	Special Education
ARIAS, Gerardo	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-VI	D	09-26-25	09-26-25	Special Education
ARIAS, Gerardo	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-VI	D	09-26-25	09-26-25	Special Education
ARMENTA, Hugo	Painter	01.0-81500.0-00000-81100-2240-7520000		52-VI	A	08-01-25	06-30-26	Facilities Services
ARMENTA TEJEDA, Gloria	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2060000		35-II	D	09-01-25	05-28-26	Jefferson Elementary
ARMENTA TEJEDA, Gloria	Campus Supervisor – Elementary	01.0-90904.0-17023-83000-2930-4320000		35-II	D	10-03-25	10-11-25	Burroughs High School
ARMENTA TEJEDA, Gloria	Campus Supervisor – Elementary	01.0-90904.0-17023-83000-2940-4320000		35-II	D	10-03-25	10-11-25	Burroughs High School
ARELLANO, Celina	Adult English Language Learner/Office Specialist I	11.0-63910.0-41102-27000-2430-5330000		36-VI	E	09-10-25	12-19-25	Burbank Adult School
ARZUMANYAN, Anahit	Bilingual Translator	01.0-00000.0-11100-27000-2950-2130000		$25.00	F	09-01-25	09-30-25	Providencia Elementary
BELTRAN, Andrew	Custodian	01.0-90708.0-81000-50000-2240-7520000		38-VI	A	09-26-25	06-30-26	Dolores Huerta Middle School
BISWAS, Protiva	Food Service Assistant	13.0-53100.0-00000-37000-2230-2060000		37-III	D	10-01-25	10-31-25	Washington Elementary
BLOCKER, Beth	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2150000		35-V	D	09-01-25	05-31-26	Stevenson Elementary
BOSNOYAN, Gayane	Bilingual Translator	01.0-00000.0-11100-27000-2950-2130000		$25.00	F	09-01-25	09-30-25	Providencia Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly, continued								
BOSNOYAN, Gayane	Bilingual Translator	01.0-00000.0-00000-24950-2950-2020000		$25.00	F	10-14-25	05-28-26	Edison Elementar
BOSNOYAN, Gayane	Bilingual Translator	01.0-42030.2-47600-24950-2950-2030000		$25.00	F	09-23-25	09-23-25	Emerson Elementary
BULONE, Kevin	Paraeducator-Special Education	01.0-30100.1-11100-10012-2130-3220000		38-VI	D	09-15-25	05-30-26	Muir Middle School
CALZADILLA, Jose	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	10-03-25	10-11-25	Burroughs High School
CARCAMO BARRONDO, Gustavo	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	10-03-25	10-11-25	Burroughs High School
CARCAMO BARRONDO, Gustavo	Campus Supervisor	01.0-90904.0-00000-83000-2940-4320000		36-VI	D	09-19-25	09-19-25	Burroughs High School
CARCAMO BARRONDO, Gustavo	Campus Supervisor	01.0-90904.0-00000-83000-2930-4320000		36-VI	D	09-19-25	09-19-25	Burroughs High School
CARTER, Adam	Plumber	01.0-81500.0-00000-81100-2240-7520000		55-V	A	08-11-25	06-30-26	Facilities Services
CARRASCO, Janel	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	10-03-25	10-11-25	Burroughs High School
CAZAREZ, Adam	Facilities Worker	01.0-81500.0-00000-81100-2240-7520000		46-VI	A	08-01-25	06-30-26	Facilities Services
CHAIDEZ, Diana	Health Services Assistant	01.0-95640.0-00000-31400-2230-7720000		41-I	D	09-02-25	05-22-26	Health Services Department
COBLENTZ, Kristin	Health Services Assistant LVN/RN	01.0-95640.0-00000-31400-2230-7720000		56-VI	D	09-02-25	05-22-26	Health Services Department
DE LA CRUZ, Ruby	Campus Supervisor	01.0-00000.0-00000-27000-2940-3210000		36-II	D	09-01-25	09-30-25	Huerta Middle School
DIAZ, Juan Carlos	Lead Custodian	01.0-00100.0-00000-82100-2240-7520000		43-VI	A	08-28-25	06-30-26	McKinley Elementary
DONADO-HUGHES, Leonela	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2060000		35-V	D	09-01-25	05-28-26	Jefferson Elementary
EADLER, Keith	HVAC Mechanic	01.0-81500.0-00000-81100-2240-7520000		57-VI	A	08-01-25	06-30-26	Facilities Services
ESTRELLA-COVA, Irma	Office Assistant – Adult Education	11.0-63910.0-41102-27000-2430-5330000		37-V	E	09-01-25	12-19-25	Burbank Adult School

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Election – Hourly, continued								
FAUDREE, Steven	Paraeducator – Severe Behavioral II	01.0-30100.1-11100-10012-2130-3220000		47-VI	D	09-15-25	05-29-26	Muir Middle School
FREED, Evy	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2060000		35-III	D	09-01-25	05-28-26	Jefferson Elementary
GARCIA, Joshua	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-III	D	10-11-25	10-11-25	Special Education
GARCIA, Marisol	Food Services Assistant (Substitute)	13.0-53100.0-00000-37000-2260-7490000		$19.06	F	10-07-25		Human Resources
GLEN, Joshua	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	10-03-25	10-11-25	Burroughs High School
GOMEZ, Dorian	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2140000		35-III	D	10-13-25	05-28-26	Roosevelt Elementary
GONZALEZ, Jorge	Painter	01.0-81500.0-00000-81100-2240-7520000		52-VI	A	08-01-25	06-30-26	Facilities Services
GONZALEZ, Juan	Maintenance Leadperson	01.0-81500.0-00000-81100-2240-7520000		62-V	A	08-01-25	06-30-26	Facilities Services
GORI, Laurie	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-VI	D	10-11-25	10-11-25	Special Education
GRAIR, Nivine	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2060000		35-VI	D	09-01-25	05-28-26	Jefferson Elementary
GUEFFROY, Katherine	Educational Interpreter I – Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2140-7440000		55-VI	D	10-01-25	05-31-26	Burbank High School
GUEFFROY, Katherine	Educational Interpreter I – Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2130-7440000		55-VI	D	10-01-25	05-31-26	Burbank High School
GUEFFROY, Katherine	Educational Interpreter I – Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2140-7440000		55-VI	D	09-06-25	09-06-25	Burbank High School
GUIDO MARQUEZ, Angie	Paraeducator-Special Education	01.0-90904.0-17023-83000-2940-4320000		38-VI	D	10-03-25	10-03-25	Burroughs High School
GUIDO MARQUEZ, Angie	Paraeducator – Special Education	01.0-90904.0-00000-83000-2930-4320000		38-VI	D	09-05-25	09-19-25	Burroughs High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly, continued								
GUIDO MARQUEZ, Angie	Paraeducator-Special Education	01.0-90904.0-00000-83000-2940-4320000		38-VI	D	09-05-25	09-19-25	Burroughs High School
GUIDO MARQUEZ, Angie	Paraeducator-Special Education	01.0-90904.0-17023-83000-2930-4320000		38-VI	D	10-03-25	10-03-25	Burroughs High School
HANADA, Shigeko	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2090000		35-VI	D	08-13-25	05-28-26	McKinley Elementary
HANADA, Shigeko	Campus Supervisor – Elementary	01.0-90904.0-17023-83000-2930-4320000		35-VI	D	10-03-25	10-11-25	Burroughs High School
HARBOUR, Sean	Visual & Performing Arts Instructor	01.0-67700.0-17020-10000-2170-4310000		$50.00	F	10-06-25		Burbank High School
HATEM, Jennifer	Health Services Assistant	01.0-95640.0-00000-31400-2230-7720000		46-VI	D	09-02-25	05-22-26	Health Services Department
HAWA, Sara	Paraeducator-Special Education	01.0-30100.1-11100-10012-2130-3220000		38-III	D	09-15-25	05-30-26	Muir Middle School
HENRIQUEZ, Pedro	Custodian	01.0-00100.0-00000-82100-2240-7520000		38-I	A	09-01-25	06-30-26	John Burroughs High School
HERNANDEZ, Isidro	Custodian	01.0-90711.0-81000-50000-2240-7520000		38-III	A	08-06-25		Facilities Services
HERNANDEZ, Reece	Technology Support Specialist II	01.0-00000.0-00000-77000-2210-7730000		60-II	A	08-01-25	12-31-25	Technology Services
HERNANDEZ, Ricardo	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-IV	D	10-20-25	10-24-25	Special Education
HYRAPATIAN, Siranoosh	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2130-2010000		37-VI	D	09-01-25	05-29-26	Disney Elementary
JOHNSON, Nathan	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		$50.00	F	09-01-25	06-30-26	Burbank High School
JOHNSON, Rachael	Paraeducator-Special Education	01.0-90904.0-17023-83000-2940-4320000		38-IV	D	10-03-25	10-03-25	Burroughs High School
JOHNSON, Rachael	Paraeducator-Special Education	01.0-90904.0-17023-83000-2930-4320000		38-IV	D	10-03-25	10-03-25	Burroughs High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly, continued								
KHACHATOURIANS, Klara	Paraeducator – English Language Learner	01.0-30100.2-11100-10012-2130-3220000		37-VI	D	09-15-25	05-29-26	Muir Middle School
KUKAWSKI, John	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	10-03-25	10-11-25	Burroughs High School
KUKAWSKI, John	Campus Supervisor	01.0-90904.0-00000-83000-2940-4320000		36-VI	D	09-19-25	09-19-25	Burroughs High School
KUKAWSKI, John	Campus Supervisor	01.0-90904.0-00000-83000-2930-4320000		36-VI	D	09-19-25	09-19-25	Burroughs High School
LAINEZ, Hector	HVAC Mechanic	01.0-81500.0-00000-81100-2240-7520000		57-VI	A	08-01-25	06-30-26	Facilities Services
LEIVA, Nereyda	Paraeducator Special Education	01.0-65000.0-57602-11100-2140-7440000		38-VI	D	10-11-25	10-11-25	Special Education
LINDLEY, Amy	Secretary III (Substitute)	01.0-00000.0-00000-72000-2460-7550000		$16.50	F	10-07-25		Human Resources
LINDLEY, Amy	School Office Manager Elementary (Substitute)	01.0-00000.0-00000-72000-2460-7550000		$18.74	F	10-07-25		Human Resources
LINGAT, Christopher	Technology Support Specialist II (Substitute)	01.0-00000.0-00000-77000-2460-7730000		$28.48	F	10-17-25		Human Resources
LOGAN, Nicolina	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		$50.00	F	09-01-25	06-30-26	Burbank High School
LOWE, Scot	Locksmith	01.0-81500.0-00000-81100-2240-7520000		53-VI	A	08-01-25	06-30-26	Facilities Services
LUEVANO, Carlos	Lead Custodian	01.0-00100.0-00000-82100-2240-7520000		43-II	A	08-25-25	06-30-26	Roosevelt Elementary
MAGALLANES, Josephine	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	10-03-25	10-11-25	Burroughs High School
MAGALLANES, Josephine	Campus Supervisor	01.0-90901.0-17023-83000-2940-4320000		36-VI	D	09-26-25	09-26-25	Burroughs High School
MAGALLANES, Josephine	Campus Supervisor	01.0-00000.0-00000-83000-2940-4320000		36-VI	D	09-27-25	09-27-25	Burroughs High School
MAGLIO, Vanessa	Food Service Assistant	13.0-53100.0-00000-37000-2230-2060000		37-III	D	10-01-25	10-31-25	Human Resources

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly, continued								
MARANDO, Shannon	College/Career Center Technician	01.0-00000.0-00000-24200-2240-7420000		41-V	B	09-01-25	09-30-25	Burbank High School
MARKOSIAN, Boris	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		$50.00	F	09-01-25	06-30-26	Burbank High School
MARROQUIN, Ralph	Campus Supervisor	01.0-90904.0-17022-83000-2940-3210000		36-IV	D	09-01-25	09-30-25	Huerta Middle School
MARROQUIN, Ralph	Campus Supervisor	01.0-00000.0-00000-27000-2940-3210000		36-IV	D	09-01-25	09-30-25	Huerta Middle School
MARROQUIN, Ralph	Campus Supervisor	01.0-00000.0-11100-10000-2240-3210000		36-IV	D	09-01-25	09-30-25	Huerta Middle School
MARROQUIN, Ralph	Campus Supervisor	01.0-00000.0-00000-83000-2940-3210000		36-IV	D	09-01-25	09-30-25	Huerta Middle School
MARROQUIN, Ralph	Campus Supervisor	01.0-90904.0-17022-83000-2940-3210000		36-IV	D	09-01-25	09-30-25	Huerta Middle School
MARROQUIN, Ralph	Campus Supervisor	01.0-00000.0-00000-83000-2240-3210000		36-IV	D	09-01-25	09-30-25	Huerta Middle School
MARTINEZ, Marvin	HVAC Mechanic	01.0-81500.0-00000-81100-2240-7520000		57-VI	A	08-01-25	06-30-26	Facilities Services
MARTINEZ, Robert	Plumber	01.0-81500.0-00000-81100-2240-7520000		55-VI	A	08-11-25	06-30-26	Facilities Services
MAYILYAN, Syuzanna	Bilingual Translator	01.0-01500.0-11107-27000-2950-7420000		$25.00	F	09-01-25	09-01-25	Disney Elementary
MC CORKLE, Stephanie	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	10-03-25	10-11-25	Burroughs High School
MC CORKLE, Stephanie	Campus Supervisor	01.0-00000.0-00000-83000-2940-3200000		36-VI	D	09-01-25	09-30-25	Luther Middle School
MC CORMICK, Lisa	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		$50.00	F	09-01-25	06-30-26	Burbank High School
MCCUE, Nicholas	Custodian (Substitute)	01.0-00100.0-00000-82100-2260-7520000		$19.53	F	10-06-25		Human Resources
MC DONALD, Cheryl	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	10-03-25	10-11-25	Burroughs High School
MC DONALD, Cheryl	Campus Supervisor	01.0-00000.0-00000-27000-2940-3210000		36-VI	D	09-01-25	09-30-25	Huerta Middle School
MC DONALD, Cheryl	Campus Supervisor	01.0-90904.0-17022-83000-2940-3210000		36-VI	D	09-01-25	09-30-25	Huerta Middle School
MC DONALD, Cheryl	Campus Supervisor	01.0-00000.0-00000-83000-2240-3210000		36-VI	D	09-01-25	09-30-25	Huerta Middle School

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Election – Hourly, continued								
MC DONALD, Kailey	Paraeducator-Special Education	01.0-90904.0-17023-83000-2940-4320000		38-VI	D	10-03-25	10-03-25	Burroughs High School
MC DONALD, Kailey	Paraeducator-Special Education	01.0-30100.1-11100-10012-2130-3220000		38-VI	D	09-15-25	05-30-26	Muir Middle School
MC DONALD, Kailey	Paraeducator-Special Education	01.0-90904.0-17023-83000-2930-4320000		38-VI	D	10-03-25	10-03-25	Burroughs High School
MCWANE, Sunshine	Food Services Assistant (Substitute)	13.0-53100.0-00000-37000-2260-7490000		$19.06	F	10-07-25		Human Resources
MEISSNER, Jonathon	Electrician	01.0-81500.0-00000-81100-2240-7520000		58-VI	A	08-01-25	06-30-26	Facilities Services
MEJIA, Raquel	Custodian (Substitute)	01.0-00100.0-00000-82100-2260-7520000		$19.53	F	10-01-25		Human Resources
MICHNA, Adam	Secretary III (Substitute)	01.0-00000.0-00000-72000-2460-7550000		$16.50	F	10-07-25		Human Resources
MICHNA, Adam	School Office Manager Elementary (Substitute)	01.0-00000.0-00000-72000-2460-7550000		$18.74	F	10-07-25		Human Resources
MOFFITT, Barclay	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		$50.00	F	09-01-25	06-30-26	Burbank High School
MONTENEGRO, Dylan	Electrician	01.0-81500.0-00000-81100-2240-7520000		58-III	A	08-01-25	06-30-26	Facilities Services
MORALES CHICAS, Francisco	Roof Repair Technician	01.0-81500.0-00000-81100-2240-7520000		52-II	A	08-01-25	06-30-26	Facilities Services
MURPHY, Mary	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		$50.00	F	09-01-25	06-30-26	Burbank High School
NAVA, Armando	Paraeducator – Special Education	01.0-90904.0-00000-83000-2930-4320000		38-III	D	09-05-25	09-19-25	Burroughs High School
NAVA, Armando	Paraeducator-Special Education	01.0-90904.0-00000-83000-2940-4320000		38-III	D	09-05-25	09-19-25	Burroughs High School
NAVA, Armando	Paraeducator-Special Educatio	01.0-90904.0-17023-83000-2940-4320000		38-III	D	10-03-25	10-03-25	Burroughs High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly, continued								
NAVA, Armando	Paraeducator-Special Education	01.0-90904.0-17023-83000-2930-4320000		38-III	D	10-03-25	10-03-25	Burroughs High School
NAVARRO, Mark	Campus Supervisor	01.0-90904.0-00000-83000-2940-4320000		36-VI	D	09-19-25	09-19-25	Burroughs High School
NAVARRO, Mark	Campus Supervisor	01.0-90904.0-00000-83000-2930-4320000		36-VI	D	09-19-25	09-19-25	Burroughs High School
NEMINOVA, Victoriya	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-III	D	09-01-25	05-28-26	Special Education
NEVAREZ, Marie Estela	Paraeducator-Special Education	01.0-30100.1-11100-10012-2130-3220000		38-VI	D	09-15-25	05-30-26	Muir Middle School
NOYA, Daniel	Custodian	01.0-00100.0-00000-82100-2240-7520000		38-VI	A	08-18-25	06-30-26	Luther Middle School
PAIGE, Della	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		43-VI	A	09-01-25	06-30-26	Dolores Huerta Middle School
PARK, Han Ah	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		$50.00	F	09-01-25	06-30-26	Burbank High School
PEREZ, Joseph	Lead Custodian	01.0-90708.0-81000-50000-2240-7520000		43-VI	A	08-29-25	09-30-26	Burbank High School
PEREZ, Joseph	Custodial Foreman	01.0-90708.0-81000-50000-2240-7520000 01.0-00100.0-00000-82100-2240-7520000	.50 .50	53-V	A	10-01-25	06-30-26	Facilities Services
PERKINS, Helen	Health Services Assistant	01.0-95640.0-00000-31400-2230-7720000		41-VI	D	09-02-25	05-22-26	Health Services Department
PRECIADO, Gabriela	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2060000		35-VI	D	09-01-25	05-28-26	Jefferson Elementary
QUEZADA, Bertha	Health Services Assistant	01.0-95640.0-00000-31400-2230-7720000		41-V	D	09-02-25	05-22-26	Health Services Department
QUINTERO, Mauro	Technology Support Specialist II (Substitute)	01.0-00000.0-00000-77000-2460-7730000		$28.48	F	10-09-25		Human Resources
RAMOS, Felix	Technology Support Specialist II (Substitute)	01.0-00000.0-00000-77000-2460-7730000		$28.48	F	10-16-25		Human Resources
ROBERTS, Ryan	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		$50.00	F	09-01-25	06-30-26	Burbank High School

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Election – Hourly, continued								
RODRIGUEZ, Carlos	Lead Custodian	01.0-90708.0-81000-50000-2240-7520000 01.0-00100.0-00000-82100-2240-7520000	.50 .50	43-I	A	10-01-25	06-30-26	Jefferson Elementary
RODRIGUEZ GAYTAN, Ana	Bilingual Translator	01.0-00000.0-11100-27000-2950-2130000		$25.00	F	09-01-25	09-30-25	Providencia Elementary
RODRIGUEZ, Aurora	Food Services Assistant (Substitute)	13.0-53100.0-00000-37000-2260-7490000		$19.06	F	10-16-25		Human Resources
ROSS, Molly	Secretary III (Substitute)	01.0-00000.0-00000-72000-2460-7550000		$16.50	F	10-07-25		Human Resources
ROSS, Molly	School Office Manager Elementary (Substitute)	01.0-00000.0-00000-72000-2460-7550000		$18.74	F	10-07-25		Human Resources
RUSSO, Jeff	Locksmith	01.0-81500.0-00000-81100-2240-7520000		53-VI	A	08-01-25	06-30-26	Facilities Services
SALEH, Farhad	Technology Support Specialist II	01.0-00000.0-00000-77000-2210-7730000		60-VI	A	08-01-25	12-31-25	Technology Services
SANCHEZ, Cindy	Food Services Assistant (Substitute)	13.0-53100.0-00000-37000-2260-7490000		$19.06	F	10-17-25		Human Resources
SANCHEZ, Efrain	Custodian (Substitute)	01.0-00100.0-00000-82100-2260-7520000		$19.53	F	10-07-25		Human Resources
SCHLIFER, Connie	Paraeducator Deaf & Hard of Hearing (Substitute)	11.0-00639.0-41103-10000-2160-5330000		$16.50	F	10-06-25		Human Resources
SCOTT, Julianne	Technology Support Specialist II	01.0-00000.0-00000-77000-2210-7730000		60-I	A	08-01-25	12-31-25	Technology Services
SHAHVERDIAN, Andrea	Visual & Performing Arts Instructor	01.0-67700.2-17011-10000-2170-4310000		$50.00	F	03-01-25	09-30-25	Burbank High School
SHILVOCK, Charles	Glazier/Carpenter	01.0-81500.0-00000-81000-2240-7520000		53-VI	A	08-30-25	06-30-26	Facilities Services
SOLIS, Sandra	Health Services Assistant LVN/RN	01.0-95640.0-00000-31400-2230-7720000		56-V	D	09-02-25	05-22-26	Health Services Department

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly, continued								
STOTT, Michael	Facilities Worker	01.0-81500.0-00000-81100-2240-7520000		46-VI	A	08-01-25	06-30-26	Facilities Services
SURICO, Mariah	Paraeducator-Special Education	01.0-90904.0-17023-83000-2930-4320000		38-VI	D	10-03-25	10-03-25	Burroughs High School
SURICO, Mariah	Paraeducator-Special Education	01.0-90904.0-17023-83000-2940-4320000		38-VI	D	10-03-25	10-03-25	Burroughs High School
SURICO, Mariah	Paraeducator – Special Education	01.0-90904.0-00000-83000-2930-4320000		38-VI	D	09-05-25	09-19-25	Burroughs High School
SURICO, Mariah	Paraeducator-Special Education	01.0-90904.0-00000-83000-2940-4320000		38-VI	D	09-05-25	09-19-25	Burroughs High School
THURSTON, Bryce	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2060000		35-III	D	09-01-25	05-28-26	Jefferson Elementary
TOFTGAARD, Joakim	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		$50.00	F	09-01-25	06-30-26	Burbank High School
TROILINA, Ekaterina	Bilingual Translator	01.0-01500.0-11107-27000-2950-7420000		$25.00	F	09-01-25	12-31-25	Washington Elementary
VAN DEN ELZEN, Kevin	Visual & Performing Arts Instructor	01.0-67700.2-17020-10000-2170-4310000		$50.00	F	09-01-25	06-30-26	Burbank High School
VARGAS, Brian	Carpenter	01.0-81500.0-00000-81100-2240-7520000		52-IV	A	08-11-25	06-30-26	Facilities Services
VARGAS, Rubicel	Custodian (Substitute)	01.0-00100.0-00000-82100-2260-7520000		$19.53	F	10-06-25		Human Resources
VASQUEZ, Jose L.	Visual & Performing Arts Instructor	01.0-67700.2-18000-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
VASQUEZ, Jose M.	Campus Supervisor	01.0-00000.0-00000-27000-2940-3210000		36-V	D	09-01-25	09-30-25	Huerta Middle School
VASQUEZ, Jose M.	Campus Supervisor	01.0-90904.0-17022-83000-2940-3210000		36-V	D	09-01-25	09-30-25	Huerta Middle School
VASQUEZ, Jose M.	Campus Supervisor	01.0-00000.0-00000-83000-2240-3210000		36-V	D	09-01-25	09-30-25	Huerta Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly, continued								
VASQUEZ GRANILLO, Gaudy	Health Services Assistant	01.0-95640.0-00000-31400-2230-7720000		41-VI	D	09-02-25	05-22-26	Health Services Department
WILLIAMS, Edward	Plumber	01.0-81500.0-00000-81100-2240-7520000		55-III	A	08-11-25	06-30-26	Facilities Services
WILSON-COMPTON, Daria Kaprice	Campus Supervisor	01.0-90901.0-17023-83000-2940-4320000		36-VI	D	09-26-25	09-26-25	Burroughs High School
WRIGHT, Stacey	Health Services Assistant	01.0-95640.0-00000-31400-2230-7720000		41-VI	D	09-02-25	05-22-26	Health Services Department
Election – Student Helpers								
UE5632354	YETP Student	01.0-65200.0-57602-11100-2933-7440000		$16.50	F	09-22-25	06-30-26	Special Education
UE5632354	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	09-22-25	06-30-26	Special Education
TF5153718	YETP Student	01.0-65200.0-57602-11100-2933-7440000		$16.50	F	09-02-25	06-30-26	Special Education
TF5153718	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	09-02-25	06-30-26	Special Education
MA6737482	Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	09-26-25	05-29-26	Burbank High School
SP5247152	Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	09-22-25	06-30-26	Special Education
HB5743419	Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	09-26-25	05-29-26	Burbank High School
AF7353007	Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	09-22-25	05-29-26	Burroughs High School
NB6653006	Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	09-22-25	05-29-26	Burroughs High School
KW1392162	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	10-01-25	06-30-26	Special Education
SA7784732	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	10-01-25	06-30-26	Special Education
RZ6947129	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	10-01-25	06-30-26	Special Education
NG4507249	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	09-22-25	06-30-26	Special Education
MP2727165	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	09-22-25	06-30-26	Special Education

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Student Helpers, continued								
G54759604	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	10-01-25	06-30-26	Special Education
ZT3755052	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	10-01-25	06-30-26	Special Education
NQ4164746	Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	10-09-25	05-29-26	Burbank High School
UT7331353	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	10-06-25	06-30-26	Special Education
CW2624545	Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	09-26-25	05-09-26	Burbank High School
H43647869	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	10-13-25	06-30-26	Special Education
FU0833362	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	10-08-25	06-30-26	Special Education
EY8494580	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	10-13-25	06-30-26	Special Education
JU1828327	YETP Student	01.0-58100.0-57602-11100-2933-7440000		$16.50	F	10-13-25	06-30-26	Special Education
Election – Walk on Coach								
CICCONE, Anthony	Short Term Athletic	01.0-90904.0-15003-42000-2171-4310000		$16.50	F	09-01-25	09-30-25	Burbank High School
HART, Robert	Short Term Athletic	01.0-90904.0-15003-42000-2171-4310000		$16.50	F	09-01-25	09-30-25	Burbank High School
KELLEY, Makala	Short Term Athletic	01.0-00000.0-15019-42000-2171-4310000		$16.50	F	11-02-25	01-31-26	Burbank High School
LEON, Dennis	Short Term Athletic	01.0-00000.0-15011-42000-2171-4310000		$16.50	F	11-02-25	01-31-26	Burbank High School
ROJAS, Javier	Short Term Athletic	01.0-00000.0-15012-42000-2171-4310000		$16.50	F	09-30-25	06-30-26	Burbank High School
YOSH, Stephanie	Short Term Athletic	01.0-90904.0-15017-42000-2171-4310000		$16.50	F	09-01-25	09-30-25	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.

Personnel Report No. 25-26-08 November 6, 2025

Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks

Signature Leticia Castillo

Title: Leticia Castillo, Human Resources Services Supervisor

Signature Sharon Cuseo

Title: Sharon Cuseo, Administrator on Assignment

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
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	November 6, 2025
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education student 960045365 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

In an effort to resolve the disagreement between the District and the parent of Special Education student 960045365 concerning services and/or school placement, a formal settlement agreement was offered on October 3, 20025 to the parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the student's parents, without admitting any liability.

Fiscal Impact:

Not to exceed $97,981

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960045365, total not to exceed $97,981, (01.0-65000.0-50010-36000-5813-7440000), August 12, 2025 through November 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	November 6, 2025
SUBJECT:	Amended of Agreement for Professional Services Provided by Emit Learning LLC for Special Education

Background:

The Board of Education is being asked to amend an agreement to hire a special education teacher through an agency because the District is unable to secure a full time, temporary or substitute teacher.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $140,090

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Emit Learning LLC, to provide a special education teacher, not to exceed $140,090 (01.0-65000.0-57601-11804-5810-7440000), effective October 20, 2025 through March 13, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval dated September 4, 2025, was to hire two special education teachers. The authorized amount was not to exceed $230,090. The two teachers hired were unable to complete their assignments so have left the District. A third teacher has been hired to replace one teacher which decreases the not to exceed amount by $90,000. The amended not to exceed amount is $140,090.

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

TERMS OF AMENDED AGREEMENT

This Agreement, made and entered into this 19th day of August 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Emit Learning LLC hereinafter referred to as "Provider."

Payee's Name: Emit Learning LLC Daytime Phone Number: 510-560-2447

Mailing Address: 1400 Broadfield Blvd. Ste. 200 Houston, TX 77084

Email Address: mark.lopez@emitlearning.com hrlogistics@emitlearning.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: ~~09/04/2025~~ 11/06/2025 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 Providers.

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

The parties mutually agree as follows:

1. District has entered into an Agreement with Emit Learning LLC to provide special education teachers at a rate of $95 per hour up to 7 hours per day. Following are the changes made with this amended agreement:
    a. Alex Avilez's contract ended on October 3, 2025.
    b. Phinehas Mosely's contract ended on October 10, 2025
    c. Danielle Beecham is contracted from October 20, 2025 through March 13, 2026

2. The original agreement was in the amount of $230,090.00. The amended agreement is not to exceed $140,090.00.

3. Payment Terms: Net 45 Days

4. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider will be paid monthly unless otherwise stated in the payment terms above.

5. It is expressly understood and agreed to by both parties hereto that the Provider, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

6. Provider 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 Provider's performance or failure to perform services under this Agreement.

7. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Provider breach this agreement or fail to perform the required services in a satisfactory manner.

8. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

9. Provider 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.

10. District and Provider 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.

11. Communicate within twenty-four hours to Emit Learning LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

12. The District agrees to indemnify, defend and hold harmless Emit Learning 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.

13. 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.

14. 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

Emit Learning 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 Emit Learning 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 Emit Learning LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, Emit Learning 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 Emit Learning 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 Emit Learning LLC demand.

District shall save and hold Emit Learning LLC, harmless from and against and shall indemnify Emit Learning 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 Emit Learning 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, Emit Learning LLC may defend the same and any expenses, including reasonable attorney's fees, which Emit Learning LLC may pay or incur in defending said action and the amount of any judgment which Emit Learning 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

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

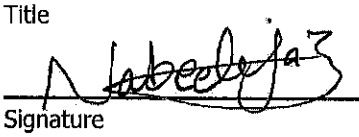
ACKNOWLEDGED AND AGREED TO

Provider:

Emit Learning LLC
Provider/Company

M. Ejaz
Print Representative Name

President
Title


Signature

10/17/2025
Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	November 6, 2025
SUBJECT:	Approval of Agreement for Professional Services Provided by Center for Developing Kids, Inc. for Special Education

Background:

The Board of Education is being asked to approve an agreement for professional services to provide an IEE in the area of occupational therapy for Special Education student 960035043, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents whose IEPs require such services. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services.

Fiscal Impact:

Not to exceed $2,500.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Center for Developing Kids, Inc., to provide an IEE in the area of occupational therapy, not to exceed $2,500 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960035043, effective November 7, 2025 through June 30, 2026 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

TERMS OF AGREEMENT

This Agreement, made and entered into this 11th day of August 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Center for Developing Kids, Inc. hereinafter referred to as "Provider."

Payee's Name: Center for Developing Kids, Inc. Daytime Phone Number: 626-564-2700

Mailing Address: 2555 E Colorado Blvd. Suite 100 Pasadena, CA 91107

Email Address: info@centerfordevelopingkids.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 11/06/2025 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 Providers.

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider 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 Provider agrees to perform the following services for the District, at a rate not to exceed $2,500 **Amount to include mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 11/07/2025 and terminating on: 06/30/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Center for Developing Kids, Inc. will provide an assessment in the area of occupational therapy for Student 960035043. Cost includes evaluation, observations, reviewing documentation, travel, written report and attendance to IEP.

5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider 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 Provider, 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. Provider 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 Provider'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 Provider breach this agreement or fail to perform the required services in a satisfactory manner.

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider 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. Provider 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.

11. District and Provider 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 Center for Developing Kids, Inc. 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 Center for Developing Kids, 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.

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

Center for Developing Kids, 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 Center for Developing Kids, 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 Center for Developing Kids, Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, Center for Developing Kids, 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 Center for Developing Kids, 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 Center for Developing Kids, Inc. demand.

District shall save and hold Center for Developing Kids, Inc., harmless from and against and shall indemnify Center for Developing Kids, 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 Center for Developing Kids, 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, Center for Developing Kids, Inc. may defend the same and any expenses, including reasonable attorney's fees, which Center for Developing Kids, Inc. may pay or incur in defending said action and the amount of any judgment which Center for Developing Kids, 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

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Center for Developing Kids, Inc.
Provider/Company

Michaelann Gabriele, OTD, OTR/L, SWC
Print Representative Name

Director
Title

Signature

10/17/2025
Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	November 6, 2025
SUBJECT:	Amended Agreement for Professional Services Provided by The Stepping Stones Group for Special Education Students

Background:

The Board of Education is being asked to amend an agreement to hire a second credentialed special education teacher through an agency because the District is unable to secure a full time, temporary or substitute teacher for an elementary classroom.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $213,465.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and The Stepping Stones Group to provide a second credentialed special education teacher, not to exceed $213,465 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2024 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was July 24, 2025 for a total not to exceed $121,695. This amendment adds one additional special education teacher, for a total of two special education teachers, with an increase of $91,770. The new not to exceed amount is $213,465.

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

TERMS OF AMENDED AGREEMENT

This Agreement, made and entered into this 8th day of October 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and The Stepping Stones Group hereinafter referred to as "Consultant."

Payee's Name: The Stepping Stones Group Daytime Phone Number: 617-544-7609

Mailing Address: 225 West Washington, Suite 1140 Chicago, IL 60606

Email Address: molly.pirollo@ssg-healthcare.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: ~~07/24/2025~~ 11/06/2025 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 $95 per hour, up to 7 hours per day, a total of 183 days. For a total not to exceed **~~$121,695.00~~ $213,465.00**

2. The term of the Agreement shall be the period commencing 08/08/2024 and terminating 05/29/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which The Stepping Stones Group will provide two credentialed special education teachers.

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 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.

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 The Stepping Stones Group 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 The Stepping Stones Group 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

The Stepping Stones Group 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 The Stepping Stones Group 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 The Stepping Stones Group, its agents, subcontractors, employees or other representatives referred to in this Agreement, The Stepping Stones Group 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 The Stepping Stones Group 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 The Stepping Stones Group demand.

District shall save and hold The Stepping Stones Group, harmless from and against and shall indemnify The Stepping Stones Group 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 The Stepping Stones Group 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, The Stepping Stones Group may defend the same and any expenses, including reasonable attorney's fees, which The Stepping Stones Group may pay or incur in defending said action and the amount of any judgment which The Stepping Stones Group 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

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

The Stepping Stones Group
Provider/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	November 6, 2025
SUBJECT:	Amended of Agreement for Professional Services Provided by Moonshine Consultants Inc. for Special Education

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Background:

The Board of Education is being asked to ratify an agreement to hire a credentialed special education teacher through an agency because the District is unable to secure a full time, temporary or substitute teacher for an elementary classroom.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $218,295

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Moonshine Consultants Inc. to provide a credentialed special education teacher, not to exceed $218,295 (01.0-65000.0-57601-11804-5810-7440000), effective August 12, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval, dated October 9, 2025, authorized an amount not to exceed $109,515. This amendment adds one more special education teacher, for a total of two, with an additional increase of $108,780. The amended not to exceed amount is $218,295.

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

TERMS OF AMENDED AGREEMENT

This Agreement, made and entered into this 1st day of October 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Moonshine Consultants Inc., hereinafter referred to as "Provider."

Payee's Name: Moonshine Consultants Inc. Daytime Phone Number: 909-242-8878

Mailing Address: 330 N Brand Blvd., 700 Glendale, CA 91203

Email Address: peter@moonshineconsultants.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: ~~10/09/2025~~ 11/06/2025 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 Providers.

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider 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 Provider agrees to perform the following services for the District, at a rate of $105 per hour for a total not to exceed ~~$109,515~~ $218,295 **Amount to include mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 08/12/2025 and terminating on: 06/30/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Moonshine Consultants Inc. will provide two credentialed special education teachers, Solemia Gainza (McKinley) and Aryel Williams (Emerson).

5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider 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 Provider, 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. Provider 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 Provider'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 Provider breach this agreement or fail to perform the required services in a satisfactory manner.

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider 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. Provider 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.

11. District and Provider 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 Moonshine Consultants Inc. 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 Moonshine Consultants 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.

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

Moonshine Consultants 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 Moonshine Consultants 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 Moonshine Consultants Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, Moonshine Consultants 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 Moonshine Consultants 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 Moonshine Consultants Inc. demand.

District shall save and hold Moonshine Consultants Inc., harmless from and against and shall indemnify Moonshine Consultants 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 Moonshine Consultants 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, Moonshine Consultants Inc. may defend the same and any expenses, including reasonable attorney's fees, which Moonshine Consultants Inc. may pay or incur in defending said action and the amount of any judgment which Moonshine Consultants 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

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

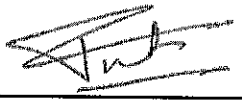
ACKNOWLEDGED AND AGREED TO

Provider:

Moonshine Consultants Inc.
Provider/Company

Puneet Hora
Print Representative Name

CEO
Title



Signature

1st Oct, 2025
Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	November 6, 2025
SUBJECT:	Amended of Agreement for Professional Services Provided by Soliant Health, LLC for Special Education

Background:

The Board of Education is being asked to amend an agreement to hire an adapted physical education (APE) teacher through an agency because the District is unable to secure a full time, temporary or substitute teacher.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $96,425

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Soliant Health, LLC, to provide an APE special education teacher, not to exceed $96,425 (01.0-65000.0-57601-11804-5810-7440000), effective October 2, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval, dated October 9, 2025, authorized an amount not to exceed $101,745 with a start date of September 22, 2025. The teacher was unable to start until October 2, 2025 which decreases the not to exceed amount by $5,320. The amended not to exceed amount is $96,425. The vendor also requested additional language, item 14., on the contract.

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

TERMS OF AMENDED AGREEMENT

This Agreement, made and entered into this 30th day of September 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Soliant Health, LLC hereinafter referred to as "Provider."

Payee's Name: Soliant Health, LLC Daytime Phone Number: 678-990-3521

Mailing Address: 5550 Peachtree Parkway, Suite 300 Peachtree Corners, GA 30092

Email Address: leah.godina@soliant.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: ~~10/09/2025~~ 11/06/2025 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 Providers.

WHEREAS, the Provider 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 Provider upon the terms and conditions hereinafter set forth, and the Provider 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 Provider agrees to perform the following services for the District, at a rate of $95 per hour, up to 7 hours per day or up to 35 hours per week. For a total not to exceed **~~$101,745~~ $96,425.** ***The change in start date has lowered the total cost.

2. The term of the Agreement shall be the period commencing ~~09/22/2025~~ 10/02/2025 and terminating 05/29/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Soliant Health, LLC will provide a special education adaptive physical education (APE) teacher to work with special education students.

5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider 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 Provider, 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. Provider 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 Provider'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 Provider breach this agreement or fail to perform the required services in a satisfactory manner.

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider 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 Provider 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. Provider 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.

11. District and Provider 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 Soliant Health, LLC 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 Soliant Health, 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.

14. Neither party shall be liable to the other whatsoever for any special, consequential, indirect, exemplary or punitive damages, including any damages on account of lost profits, lost data, loss of use of data, or lost opportunity, whether or not placed on notice of any such alleged damages and regardless of the form of action in which such damages may be sought. The fees and billings due under this agreement are not considered special damages or lost profits and shall not be limited by these provisions.

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

Soliant Health, 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 Soliant Health, 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 Soliant Health, LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, Soliant Health, 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 Soliant Health, 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 Soliant Health, LLC demand.

District shall save and hold Soliant Health, LLC, harmless from and against and shall indemnify Soliant Health, 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 Soliant Health, 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, Soliant Health, LLC may defend the same and any expenses, including reasonable attorney's fees, which Soliant Health, LLC may pay or incur in defending said action and the amount of any judgment which Soliant Health, 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

Jennifer Nicholson

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Soliant Health, LLC
Provider/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	November 6, 2025
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 for the district to ensure that district students receive the services they require. The Board of Education must approve all consultant requests before services are rendered.

Discussion and Issues:
Sites submit the required paperwork to Instructional/Educational Services. Work must not begin until the site receives confirmation of Board approval from Instructional/Educational Services. If the Consultant assignment requires unsupervised contact with the student(s) during the contract period, the Consultant must provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:
See Attached

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: November 6, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Edison Elementary	Robyn Kreisberg	The consultant will provide music instruction to all students and lead classroom sessions, culminating in a winter concert for parents scheduled for the week prior to winter break.	11/10/25 – 12/18/25	$1250	010-67000.0-11100-10000-5810-2020000
Emerson Elementary	SODE School of Performing Arts	5th-grade students will be exposed to musical dance theatre and choreography techniques to prepare for their May 2026 promotion. Instruction will be led by a professional dancer, turned choreographer, and artistic director. One day assembly for all students.	1/30/26 – 5/27/26	$5600	010-90870.0-11100-10000-5810-2030000
Muir Middle School	Cyber Education Consultants	A focus on understanding how texting, gaming, content consumption, AI, and social media fit into everyday lives; how to create healthy habits; and what is needed to be safe, respectful, and responsible users.	11/20/25	$2500	010-90820.0-11100-10000-5810-3220000
Muir Middle School	JRZV Enterprises	A one-day assembly for all students to help students become thriving, healthy people. The consultant will help create sustainable, culturally responsive systems of support that prioritize belonging, emotional well-being, and real-world impact.	11/20/25	$4000	01.0-902\820.0-11100-10000-5810-3220000a
Muir Middle School	Latino Edutainment	One day assembly for all students to equip students with culturally responsive skills. Through comedy and laughter, the consultant will provide students with emotional tools needed to build empathy and develop effective communication skills.	11/20/25	$2500	010-90820.0-11100-10000-5810-3220000
Muir Middle School	Organization for Social Media Safety	To help students become thriving, healthy people, the consultant will address issues affecting their world and help them learn positive ways to deal with mental health issues that can arise from their ever-changing world.	11/20/25	$2000	010-90820.0-11100-10000-5810-3220000
Stevenson Elementary	Andrew Grueschow	Mr Grueschow, a renowned percussionist, will work with 5th-grade students over 10 sessions to introduce elements of musical scoring. Students will be able to have basic knowledge of musical scoring as it pertains to composition.	4/9/26 – 5/15/26	$2800	010-90870.0-11100-10000-5810-2150000

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 6th day of Nov, 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and _____ hereinafter referred to as "Consultant."

Robyn Kreisberg [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Nicole Cody, Principal, Edison
Print Name Title Location

Date Submitted to Board: 11/6 Funding Source (Resource): 01.0-6700.0-11100-10000-2170-2020000

STRS/PERS Member: Yes (No)

The assignment **will** ☐ **will not** ☒ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced, and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THEREFORE, the parties mutually agree as follows

1. The Consultant agrees to perform the following services for the District, at a rate of $ 50 per hour ☒ / per day ☐ / per session ☐ for a total not to exceed $ 1250, including benefits.
2. The term of the Agreement shall be the period commencing on 11/10/25 and terminating on 12/18/25
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly 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, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

_____	Robyn Kreisberg
Administrator	Consultant
_____	[redacted]
Title	Address
_____	[redacted]
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

The purpose of this is to instruct and lead classes to a completion of Winter concert performance

Basis for Request:

Music instruction and arrangement of songs for classes to perform in the Winter Concert.

Background/Scope/Objectives:

Robyn Kreisberg has been teaching music to children since 1976. She has worked here at Edison in arranging our winter concert, promotion performances and class music lessons for over a decade.

Deliverables/Milestones:

Classes will perform a winter concert for their parents at the end of December.

Invoice Approver:

Edison Principal, Nicole Cody

Timeline:

Every Monday starting in November with the concerts happening in the last week before winter break.

Payment Terms:

$50/hr. for a total of $1250 upon completion of service.

Robyn Kreisberg
[redacted]

Objective:

Music instruction for elementary level education

Experience and skills:

Played cello in orchestra throughout Junior High & Senior High
Sang in choirs and accompanied choir on piano
Piano accompanist for local musical theater ensembles
Music counselor at local camps in Stamford, CT
Piano lessons from age 7 – 22 with various instructors
Music counselor at The Braille Institute Youth Center Los Angeles 1975 – 1977

Certified Yamaha Music School teacher 1978 – 1986 for children ages 3 – 10
in Century City, CA with director Anne Pittel 310-826-0405

Private piano and guitar teacher 1980 – present

Attended the Lehman Engel/BMI Musical Theater Workshop at the
L.A. Music Center 1993- 1995

Composer for the family musical "Big Tush, Little Tush" produced by the Groundlings and
The Secret Rose Theater and various productions nationwide 1991 – present

Volunteer Music Coordinator for PTA functions, talent shows and school programs at
Walt Disney Elementary 1991- 1998

Musical Director and music teacher at Temple Beth Emet, Burbank, CA
1998 – present with Rabbi Mark Sobel 818-843-4787

Music teacher at the following schools in Burbank, CA:

Walt Disney Elementary 1998 – present
Bret Harte Elementary 2006 – present
Edson Elementary 2000 – present

Duties include part time instruction 1 – 2 days per week 7 – 8 hours per week in half-hour slots, grades K – 4 using piano, guitar and various instruments to give general music education and appreciation, ear training, singing, musical terms, symbol recognition and music history. I teach tonette to 3rd graders, recorder to 4th graders and choir to 5th graders. Students participate at Thanksgiving, Winter Holiday programs, Special Curriculum programs and Promotions.

Education:

State University of New York at Potsdam. Music major.
Hunter College of New York. Music major.
CSUN – BA degree in music (piano) 1976

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 22 day of October, 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Sophie Olson hereinafter referred to as "Consultant."

SODE School of Performing Arts [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Jennifer Almer Principal Emerson
Print Name Title Location

Date Submitted to Board: 11/6/25 Funding Source (Resource): 010-90870-0-11100-10000-5810-203-0000-0000

STRS/PERS Member: Yes No

The assignment **will** ☒ **will not** ☐ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced, and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THEREFORE, the parties mutually agree as follows

1. The Consultant agrees to perform the following services for the District, at a rate of $ 155.55 per hour ☒ / per day ☐ / per session ☐ for a total not to exceed $ 5,600.00, including benefits.
2. The term of the Agreement shall be the period commencing on 1/30/26 and terminating on 5/27/26.
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly 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, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

Administrator	Consultant [redacted]
Title	Address [redacted]
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

5th GRADE DANCE

Basis for Request:

TO EXPOSE STUDENTS TO MUSICAL DANCE THEATRE AND CHOREGRAPHY MOVES IN ORDER TO PREPARE THEM FOR THEIR PROMOTION.

Background/Scope/Objectives:

PROFESSIONAL DANCER TURNED CHOREOGRAPHER AND ARTISTIC DIRECTOR.

Deliverables/Milestones:

WORLD TOURS W DISNEY, DIRECTING WORK IN "LA FEMME:A SHORT DANCE FILM"

Invoice Approver:

JENNIFER ALMER, PRINCIPAL

Timeline:

1/30/26 THROUGH 5/27/26

Payment Terms:

$1,866.70 ON 1/30/26 AND 2/27/26 AND $1,866.70 ON 5/1/26 TOTALING $5,600.00

Meet Sophie



Sophie Olson adores dancing and feels magnetically pulled toward any platform that utilizes it to tell stories. She blames her lifelong obsession with dance (and gold lame leotards) on *The Solid Gold Dancers* of the 80's. Sophie's 29-year journey as a professional dancer turned choreographer is peppered with a career amalgamation that ranges from world tours with the *Walt Disney Company*, modern dancer for absurd Canadian dance troops, a reputable dance educator, an Indie-film director and finally, choreographer for prime time television networks. Her directing work in *La femme: a short dance film* gained recognition at Los Angeles Women's International Film Festival, where she was awarded best director, best experimental film and best editor in the short films category. Sophie held an eleven-year tenure as choreographer and artistic director of *Sophie Olson Dance Explosion*, a contemporary-*hop* dance company, until Covid-19 came and punched it in the face. Her knack for integrating commercial and artistic interpretations has given her the opportunity to create bodies of work for; FOX's So *You Think You Can Dance* and *New Girl*, *Sundance Film Festival*, musical artists *Yael Meyer* and *She & Him* and for *Raiding the*

Rock Vault, a rock and roll revue show in Las Vegas.

Sophie's hat-rack is adorned with a wide variety of well-fitted chapeaux. She's a creative director, a multi-genre dance choreographer, a casting consultant, an event entertainer, a conceptualizer, and a lover of people.

Her versatility as an artist and her ravenous appetite for storytelling allows her to collaborate freely with other storytellers to create memorable experiences for a broader audience.

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 28 day of September, 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and _____ hereinafter referred to as "Consultant."

Cyber Education Consultants [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Dr. G. Miller Principal John Muir HS
Print Name Title Location

Date Submitted to Board: _____ Funding Source (Resource): 01.0-90820.0-11100-10000-5810-322000

STRS/PERS Member: Yes (No)

The assignment **will** ☐ **will not** ■ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced, and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THEREFORE, the parties mutually agree as follows

1. The Consultant agrees to perform the following services for the District, at a rate of $2500 per hour ☒ / per day ☑ / per session ☐ for a total not to exceed $ 2500, including benefits.
2. The term of the Agreement shall be the period commencing on 11/20/25 and terminating on 11/20/25.
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly 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, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

Administrator	Consultant [redacted]
Title	Address [redacted]
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

MUIR EMPOWERED, NOVEMBER 2025

Basis for Request:

In an ongoing effort to help our students become thriving, healthy people, we annually address issues affecting their world and help them learn positive ways to deal with mental health issues that can arise from their ever-changing world.

Background/Scope/Objectives:

A focus on understanding how texting, gaming, content consumption, AI and social media fit int everyday lives. Teach how to create healthy habits & to be responsible in the digital world

Deliverables/Milestones:

A youth-oriented assembly to equip our young people with culturally responsive skills

Invoice Approver:

Dr. G Miller, Princiapal

Timeline:

Muir Empowered will consist of a one day presentation held on Thursday, November 20, 2025

Payment Terms:

One time payment at the time of service

CEC

Invoice

9/4/25

Cyber Education Consultants

[redacted]

To:

John Muir Middle School

Date	Description	Amount
10/21/2025	4 Student Sessions (50 minutes each)	$2,500.00
	1 Parent Session	
	Balance Due	$2,500.00

Please make check payable to Cyber Education Consultants.

You may also submit the payment electronically

[redacted]

Payment via Zelle:
Cyber Education Consultants
Tax ID: [redacted]

Cyber Education Consultants

[redacted]

Proposal for John Muir Middle School

Thank you for your interest in Cyber Education Consultants. The following proposal is for cyber education training.

Date and Time

November 21, 2025

8 a.m. – 12 p.m. 4 Student Sessions

2 p.m. Parent Session

Scope of Program

Cyber Education in Middle School:

A focus on understanding how texting, gaming, content consumption, AI and social media fit into our everyday lives; how to create healthy habits; and what we need to know to be safe, respectful, and responsible users.

In this session we will explore how to manage technology with a focus on physical, emotional, and social health and wellness.

Instruction time: 50-minute sessions

All programs are tailored to the developmental age of the students.

Parent Education

A focus on understanding how texting, gaming, content consumption, AI and social media fit into our everyday lives; how to create healthy habits; and what we can do to help our children be safe, respectful, and responsible users.

Through this lens we will the focus on privacy, personal safety, dealing with digital drama and health and wellness (emotional, mental, social, and physical). Whether you are tech savvy or tech adverse, this session will open the door to more meaningful conversations with your children in order to help end technology related conflicts and create a better approach moving forward for the whole family.

Instruction time: 1 hour 15 minutes (this includes time for Q & A)

Professional Fee

$2500 (Discounted Rate)

A 40% deposit is requested at time of booking. Balance due on day of event.

Please make check payable to Cyber Education Consultants.

You may send the proposal and the deposit to:

Cyber Education Consultants

[redacted]

You may also submit the proposal and deposit electronically

Proposal to: [redacted]

Payment via Zelle:
Cyber Education Consultants

Tax ID: [redacted]

Representative Signature *Date*

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 7 day of Oct, 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and JRZV Enterprises hereinafter referred to as "Consultant."

JRZV Enterprises [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Dr G Miller, Principal John Muir MS
Print Name Title Location

Date Submitted to Board:_____ Funding Source (Resource): 010-908200-11100-10000-5810-3220000

STRS/PERS Member: Yes (No)

The assignment **will** ☐ **will not** ■ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced, and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THEREFORE, the parties mutually agree as follows

1. The Consultant agrees to perform the following services for the District, at a rate of $4,000 per hour ☐ / per day ■ / per session ☐ for a total not to exceed $4,000 including benefits.
2. The term of the Agreement shall be the period commencing on 11/20/25 and terminating on 11/20/25
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly 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, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

Administrator	Consultant
Title	Address
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

MUIR EMPOWERED, 2025

Basis for Request:

In an ongoing effort to help our students become thriving, healthy people, we annually address issues affecting their world and help them learn positive ways to deal with mental health issues that can arise from the ever-increasing needs of a digital world

Background/Scope/Objectives:

We are hopeful that our students will receive information from Up-To-It that will drive them to have meaningful outcomes and relationships with their peers and in their world.

Deliverables/Milestones:

A youth-oriented assembly to equip our young people with culturally responsive skills

Invoice Approver:

Dr. Greg Miller, Principal

Timeline:

Muir Empowered will consist of a one day presentation held on Thursday, November 20, 2025

Payment Terms:

One time payment at the time of service.

Zion I. Givens
[redacted]

Introduction

Zion "Z" Givens is a visionary CEO and seasoned leader in the prevention and mental wellness space. As the co-founder of *Up To It*, he leads with purpose, strategy, and heart—building a national movement that centers connection, resilience, and belonging. Known for his ability to energize teams, form strategic partnerships, and drive meaningful outcomes, Zion blends real-world insight with bold leadership to create lasting impact for youth, families, and communities.

Experience

January 2024-Present

Co-Founder & CEO, Up To It

As Co-Founder and CEO of *Up To It*, I lead the vision, strategy, and program development for a holistic youth and family wellness organization rooted in evidence-informed practices and best practices in prevention. I've designed and implemented a multi-layered ecosystem that includes youth assemblies, parent and guardian workshops, peer leadership trainings, and professional development for trusted adults. Our work equips young people, families, and educators with tools to navigate tough conversations, strengthen relationships, and build lasting resilience. Through strategic partnerships with school districts, coalitions, and national conferences, I help create sustainable, culturally responsive systems of support that prioritize belonging, emotional wellness, and real-world impact across the communities we serve.

July 2022-January 2024

Youth Prevention Team Lead, notMYkid

The primary responsibilities of the role entail designing and executing prevention and training programs tailored to specific cultural and developmental contexts. Additionally, the position involves recruiting, managing, and leading team members while facilitating their professional growth. The incumbent is expected to develop and deliver compelling presentations to promote program quality and expand outreach to wider audiences, including large youth groups and adult panels.

July 6, 2021-July 2022

Prevention Specialist, notMYkid

Duties and tasks include planning, organizing and implementing prevention and training. programs that are developmentally and culturally appropriate for the respective populations. Help with recruitment and media creation. Come up with new ideas that support the quality and integrity of all programs to reach more populations.

January 26,2020-February 2024

Co-Founder, Takeover Lounge Podcast

Takeover Lounge podcast is a platform created to give musicians and creatives from the underground music scene a chance to tell their stories on how they are in the position they are in today. We use fun segments to highlight other areas of an artist rather than just their music.

March 15,2021-June 30,2021

Community Development Specialist, LPKNC

Worked as a Community Development Specialist. Duties and tasks included building relationships with schools, businesses, and other organizations within the community to deliver evidence based prevention programs to youth in grades 6-12. Facilitated these programs with the team with a high enthusiastic attitude with a willingness to coach youth. Created social media content to promote programs and special prevention days. Collected and input data for each event we attended.

February 1, 2021-June 25th, 2021

Facilitator, Text, Talk, Act

Facilitate workshops to middle and high school students about signs and symptoms of mental health. I would also teach healthy coping mechanisms.

August 4,2020-March 1,2021

Team member, Berry Divine Acai

Duties and tasks included building customer relationships, serving and topping acai bowls, cutting and prepping fruit, setting up shop for the day of operation

August 15, 2019-May 25, 2020

Desk Assistant, Arizona State University

Duties and tasks included welcoming residents to the dorm handling conflicts within the building and filing paperwork.

October 24, 2019-February 2019

Basketball Official, Arizona Interscholastic Association (AIA)

Officiated both boys and girls high school basketball games throughout the Tucson area.

June 27, 2014- July 31, 2019

Intern, El Rio Health Care

Worked as an intern with the youth program called El Rio Reproductive Health Access Project also known as (R.H.A.P) . This organization advocates for free reproductive health education and services, which include free birth control methods, STI testing, and pregnancy testing. As an intern I was a peer instructor that conducted the education portion of the program and answered questions youth may have had.

Education

May 2019

High School Diploma, Tucson High Magnet School

Skills

- Microsoft Office
- Adobe Premiere
- Curriculum development
- Public speaking
- Powerpoint
- Facilitation
- coaching/mentoring

Trainings

- The Council for boys and young men
- Certified Botvin LifeSkills Facilitator
- Trauma Informed Care
- Adverse Childhood Experiences
- Cultural Sensitivity
- LGBTQ+ Inclusion
- Naloxone Overdose Prevention
- CPR & First Aid
- Fingerprint Clearance Card
- Guiding Good Choices
- Botvins LifeSkills Curriculum

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 18th day of September, 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Ernesto T. Gritzewsky hereinafter referred to as "Consultant."

Latino Edutainment Fed Tax ID # [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Dr. G. Miller, Principal John Muir MS
Print Name Title Location

Date Submitted to Board: _____ Funding Source (Resource): 01.0-90820.0-11100-10000-5810-3220000

STRS/PERS Member: Yes No

The assignment **will** ☐ **will not** ☒ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced, and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THEREFORE, the parties mutually agree as follows

1. The Consultant agrees to perform the following services for the District, at a rate of $2500 ■ / per day ☒ / per session ☐ for a total not to exceed $ 2500, including benefits.
2. The term of the Agreement shall be the period commencing on 11/20/25 and terminating on 11/24/25.
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly 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.
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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.

Administrator	Consultant
Title	[redacted]
Board Approval Date	Address
	[redacted]
	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

MUIR EMPOWERED, NOVEMBER 2025

Basis for Request:

In an ongoing effort to help our students become thriving, healthy people, we annually address issues affecting their world and help them learn positive ways to deal with mental health issues that can arise from their ever-changing world.

Background/Scope/Objectives:

We are hopeful that through comedy and laughter, Ernie G is able to provide our students with the emotional tools needed to build empathy and develop effective communication skills.

Deliverables/Milestones:

A youth-oriented assembly to equip our young people with culturally responsive skills

Invoice Approver:

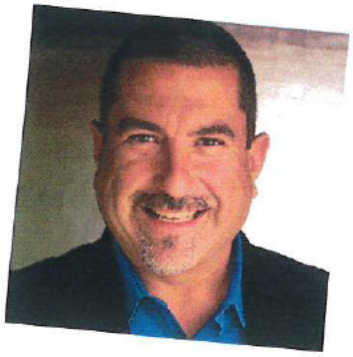
Dr. G Miller, Princiapal

Timeline:

Muir Empowered will consist of a one day presentation held on Thursday, November 20, 2025

Payment Terms:

One time payment at the time of service



EMPOWERMENT COMEDIAN ERNIE G

LATINO EDUTAINMENT

c/o Ernesto T. Gritzewsky

[redacted]

PHONE

[redacted]

EMAIL

[redacted]

WEB

[redacted]

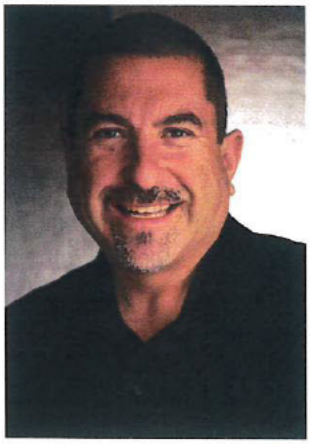
Ernie G Professional Development Training: "Let YOUR Light Shine!"

Speaking Points & Key Aspect of Ernie G's SEL/PDT:

- Ernie G is not a "Motivational Speaker," he is an "Empowerment Comedian," - he uses the Power & Magic of Comedy & Laughter to Inspire Educators & Staff to be Authentic & Genuine, creating a "Safe Space" for Students to Feel Seen, Heard & Gotten!
- Training will provide Educators & Staff with concrete strategies and activities to integrate Social Emotional Learning into their daily teaching practices.
- In the Spirit of having **All Staff feel Empowered & Included**, we clarify what Inclusion really means - creating environments & spaces where all individuals, regardless of their background, identity or abilities, feel welcome, respected, supported & valued.
- **Self-awareness and self-management:** Educators learn to recognize and manage their own emotions, which is crucial for creating a positive and supportive classroom environment for Students.
- **Social awareness and relationship skills:** Training emphasizes understanding and responding to the emotions of others, building empathy, and developing effective communication and collaboration skills.
- Addressing & dealing with **Impostor Syndrome!** I tell a Hilarious & Inspiring Story of dealing with I.S. when performing at NASA Langley Research Center in VA!
- **"If it is to Be, It is up to Me!"** Taking Personal Responsibility for our Lives & Work Environment! Despite whatever challenges you have been through, you CAN Achieve Greatness!
- **Attitude of Gratitude**: What we Focus on EXPANDS! We can focus on What's Wrong -OR- on What's Right, either way, we will see more of that - So let's focus on What's Right & **Be Grateful!**
- Ultimately, You must Be who YOU were meant to Be! We do a Power exercise where Faculty & Staff remember & recall the moment or the Teacher who Inspired them to go into Education! When People SHARE WHY they Are who they Are, it is Deeply Touching & Moving! We must All... **"Let Your Light Shine!"**

"Transforming the World, One Laugh at a Time..."

Empowerment Comedian & TEDx Speaker Ernie G



Ernie G is one of the hottest, multi-talented, young Latino Entertainers & Speakers in the country today. He has been seen by millions on TV shows such as Comedy Central's **"Make Me Laugh,"** B.E.T's **"Comic View,"** Ed McMahon's **"Next Big Star,"** & Sí TV's **"Funny is Funny!"** He is one of the original stars of the hit Comedy show **"Qué Locos!"** hosted by George Lopez, HBO Latino's **"Habla Again,"** Sí TV's **"Latino Laugh Festival!"** & **"Inside Joke!"** He appeared as **"The Angry Angeleno"** on the Ch.13 News and as a Feature Reporter for **"FOX Good Day LA!**

A graduate of **Loyola Marymount University** w/ his B.A. in Psychology & a Minor in Chicano Studies, Ernie has developed his own unique form of Comedy he calls ***"Latino Edutainment*** – *Educating and Entertaining with a Latino Flavor!"* and has performed for the country's top organizations & corporations, including **Pepsi-Co, Disney, General Mills, Warner Bros, the U.S. Armed Forces, the National Council de la Raza, the Latin American Educational Foundation, Hispanic Scholarship Fund, U.S. Hispanic Leadership Institute, NASA: Langley Research Center & St. Jude Children's Research Hospital.**

Ernie G was honored by the City of Los Angeles with the 1st-ever Mario Moreno **"Cantínflas"** Award for *"...representing the Latino community with the same humor and distinction as the legendary Mario Moreno "Cantínflas!"* He also received the Nix Financial **"Father of the Community Award"** & the **Hispanic Heritage Foundation** just recognized Ernie for Hispanic Heritage Month as a Hispanic Leader who makes a difference in the Latino community.

Ernie's heart has always been with Inner-City & Foster Youth, having delivered Leadership & Mental Health Programs for many City & County Organizations, including **California Children's Services**, **Foster Care Agencies** and the **L.A. County Probation Department**. He has received rave reviews for his work with U.S. Government Agencies, such as the **U.S. Treasury Department** & the **U.S. Census Bureau**. He has delivered the Key Note Address at numerous High School & University Graduations, including **UCLA's RAZA Grad**, and has given several **TEDx Talks**, as the Education Program Director for *The Best Inspirational Documentary Film of 2020* **"WeRiseUP!" The Movie & The Movement!** (WeRiseUP.com)

[redacted] [redacted]

Ernie G Empowerment! *(Virtual or LIVE)*



EMPOWERMENT COMEDIAN & MENTAL HEALTH COACH ERNIE G!

Empowerment Comedy Show! *(60-90 min)*

$3500-$5000 +Travel & Accommodations

- Delivered online via Zoom &/or LIVE @ High School or College - Entertaining & Engaging!
- Length of time & # of attendees determined by School. One-time event *(w/ possible follow up)*.

Mental Health & Leadership Development Student Session *(60-90 min) $1000 - $1500 per*

- These Session can be delivered once a week, with different grade levels &/or Student demographics. (Leadership, Disciplinary or Special Needs Students, etc.)
- **Recommended 10 weeks**, but available for anywhere between 5-20 weeks.
- Students Truly Benefit from Consistency & Routine of Sharing with same Group!

Teacher Empowerment Session *(60-120 min) $1500 - $2500 per session*

- Entertaining/Empowering Teacher Training, Teacher Appreciation or "Happy Hour!"
- Can be delivered as "Teacher Training" or "Fun & Empowerment Comedy Show!"
- Mental Health of Teachers, is just AS important as that of Students!
- Break-Out "Venting Sessions" - Teachers get to "Vent & Share" w/ each other!

Parent Empowerment Session *(60-90 min) $1500 - $2500 per session*

- Entertaining/Empowering Parent Training, Parent Appreciation or "Happy Hour!"
- This Session an be delivered just for Parents, or as a "Family Event" for both Student & Parents! It can be Entertaining and Educational!
- We can Implement Any Parent Strategy which Professors &/or Counselors feel are important! Great Opportunity to address Family Remote Learning issues!

[redacted] [redacted] [redacted]

BURBANK UNIFIED SCHOOL DISTRICT
1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 7th day of October, 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and the Organization for Social Media Safety hereinafter referred to as "Consultant."

Organization for Social Media Safety [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Dr. G. Miller, Principal John Muir MS
Print Name Title Location

Date Submitted to Board: _____ Funding Source (Resource): 01.0-908200.0-11100-1000-5810-3220000

STRS/PERS Member: Yes (No)

The assignment **will** ☐ **will not** ■ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced, and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THEREFORE, the parties mutually agree as follows

1. The Consultant agrees to perform the following services for the District, at a rate of $2,000- per hour ☐ / per day ☒ / per session ☐ for a total not to exceed $2,000- including benefits.
2. The term of the Agreement shall be the period commencing on 11/20/25 and terminating on 11/20/25
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly 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, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

	Marc Berkman
Administrator	Consultant
	[redacted]
Title	Address
	[redacted]
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

Organization for Social Media Safety - Social Media Safety Student Presentations

Basis for Request:

In an ongoing effort to help our students become thriving, healthy people, we annually address issues affecting their world and help them learn positive ways to deal with mental health issues that can arise from their ever-changing world.

Background/Scope/Objectives:

Educating students on how to safely navigate social media and respond to risks when exposed

Deliverables/Milestones:

50-Minute Presentations; Data Report of Anonymous Student Responses for Administration

Invoice Approver:

Dr. G Miller, Principal, John Muir MS

Timeline:

Presentations on November 20th, 2025 - data report received by end of week

Payment Terms:

https://www.socialmediasafety.org/terms-of-service/ One time payment

ORGANIZATION FOR SOCIAL MEDIA SAFETY



Our Services for Schools

2025

ORGANIZATION FOR
SOCIAL MEDIA SAFETY



Social Media

Since 2007, social media use has surged across the world with the number of social media users reaching about 4.6 billion in 2021. With this mass adoption of social media, serious social media-related dangers have emerged. The statistics, particularly regarding our children, are concerning:

Cyberbullying

Approximately **34% of students** report experiencing cyberbullying.

Suicide

Teens using social media more than 5 hours daily were **70% more likely to have suicidal thoughts** than those who reported one hour of daily use.

Sexual Harassment

About **53% of young women** ages 18 to 29 say that someone has sent them explicit images they did not ask for.

Predation

Many child sex crimes originate from social media sites where predators gain knowledge of their victims' likes and habits.

Mental Health

Teenagers who use social media for more than **3 hours daily** are more likely to experience mental health problems, such as depression, anxiety, and anti social behavior.

Substance Abuse

Teens that use social media regularly are **five times** as likely to smoke cigarettes, **three times** as likely to abuse alcohol, and **twice** as likely to use marijuana.

Hate speech

About **64% of U.S. teens** have encountered hate speech on social media.

Animal Abuse

Last year, the Social Media Animal Cruelty Coalition documented **5,480 links to videos** containing animal cruelty content on YouTube, Facebook, and TikTok.

ORGANIZATION FOR
SOCIAL MEDIA SAFETY

Our **Mission**

The Organization for Social Media Safety is the first and only consumer protection organization focused exclusively on social media.

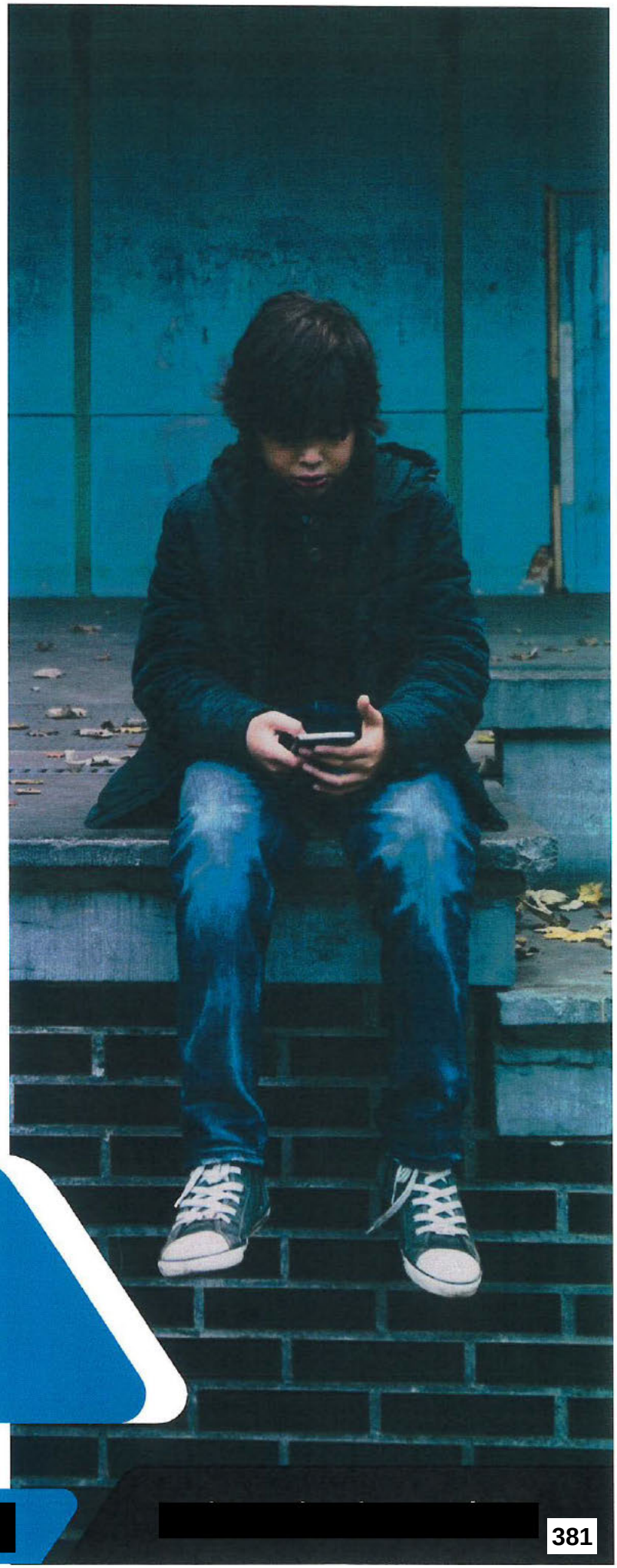
Our mission is to make social media safe for everyone by protecting against all social media-related dangers like cyberbullying, social media addiction, hate speech, and human trafficking.

The Organization for Social Media Safety is leading the global effort to protect against the dangers that social media is causing or facilitating.

Our programming is informed by a Board of Directors and Advisory Council that includes world-class educators, psychologists, legislators, physicians, and technologists.

Using a classic consumer protection model, the Organization for Social Media Safety keeps families safe through three main programmatic divisions:

Education **Advocacy** **Technology**



"The Organization for Social Media Safety is an urgently-needed, effective solution to the threat that social media poses to our society and our families."

Ed Peisner, Founder

[redacted]

[redacted]

ORGANIZATION FOR
SOCIAL MEDIA SAFETY



Student **Assemblies**

We offer social media safety presentations for students from 5th through 12th grades.

Our student presentations educate on and make students aware, in an engaging and age-appropriate way, of some of the most serious social media-related dangers, including:









Our objective is to teach students practical steps to avoid and/or most safely respond to each social media-related threat. We weave into our lessons themes of upstanding, empathy, personal responsibility, and kindness.

Our student presentations incorporate individual, interactive handsets, which enable students to respond to questions. This capability not only increases student engagement but also allows us to analyze critical, anonymous social media safety data that we later review with your school's leadership.



Our student presentations are typically 50 minutes in duration but are customizable based on each school's scheduling needs. Our flat rate guarantees a full day of availability giving schools the option of hosting multiple presentations to smaller groups of students throughout the school day.

"Our students have never been so attentive and engaged in a guest speaker since I have been principal over the last 4 years."

Jarrett Gold, Principal of La Canada Middle School

ORGANIZATION FOR
SOCIAL MEDIA SAFETY

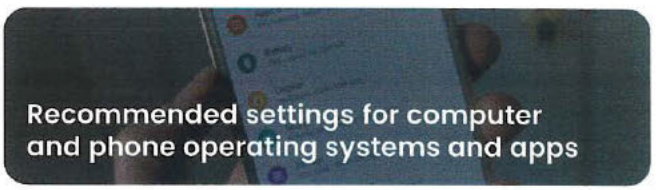


Parent **Workshops**

We offer social media safety presentations for K-12 students' parents and guardians.

Our parent presentations teach our groundbreaking, effective Buckling the Social Media Seatbelt System. It covers the following:









As in the student presentations, our evidence-based approach for parents focuses on raising awareness around the various social media-related dangers and then on providing practical steps parents can take to protect their children.

Our parent presentation is an hour and a half in duration.

"As an educator and parent, I greatly value OFSMS' educational offerings to parents. Being able to learn from OFSMS' experienced and thoughtful team serves as a guidepost in navigating the increasingly complex social media landscape."

Dr. Shlomy Kattan, Parent

ORGANIZATION FOR
SOCIAL MEDIA SAFETY



School **Consultations**

We consult with school administrators and parent associations to develop or enhance in-school and out-of-school social media safety policies and guidelines.

Imagine an intervention that will help parents more effectively, and with less parent-child conflict, set limits to protect against social media-related dangers like cyberbullying, sexting, and social media addiction.

Instead of leaving parents to battle it out one on one with their children, we have found that when the school community comes together to promote guidelines for safe social media use, far more students remain safe.

Our consultations cover social media safety concerns such as:

- **Age of entry onto social media platforms**
- **Response protocols for cyberbullying, sexting, and harassment**
- **Best practices for protecting privacy**
- **Methods to prevent social media addiction or overuse**
- **School activities and events to encourage safe social media use**

"Social media (and its dangers) is one of our greatest issues in our pre-K-12 schools. Ed's presentation was very impactful for our students. He provided information that they could relate to and reflect upon. He was so approachable and very respectful of our students. I feel like his messaging was exactly what we needed. It could literally save some of our students'lives. I highly recommend working with Ed and his non-profit organization."

Kenna Colley, Executive Director of Pupil Services for Radford City Public Schools

ORGANIZATION FOR
SOCIAL MEDIA SAFETY

Pricing

Student Social Media Safety Presentation

Includes availability for an entire school day

$2,000

Parent Social Media Safety Presentation *(1.5 hours)*

$1,000

Consulting Service

$6,000

Parent and Student Social Media Safety Presentation Package *(save $500)*

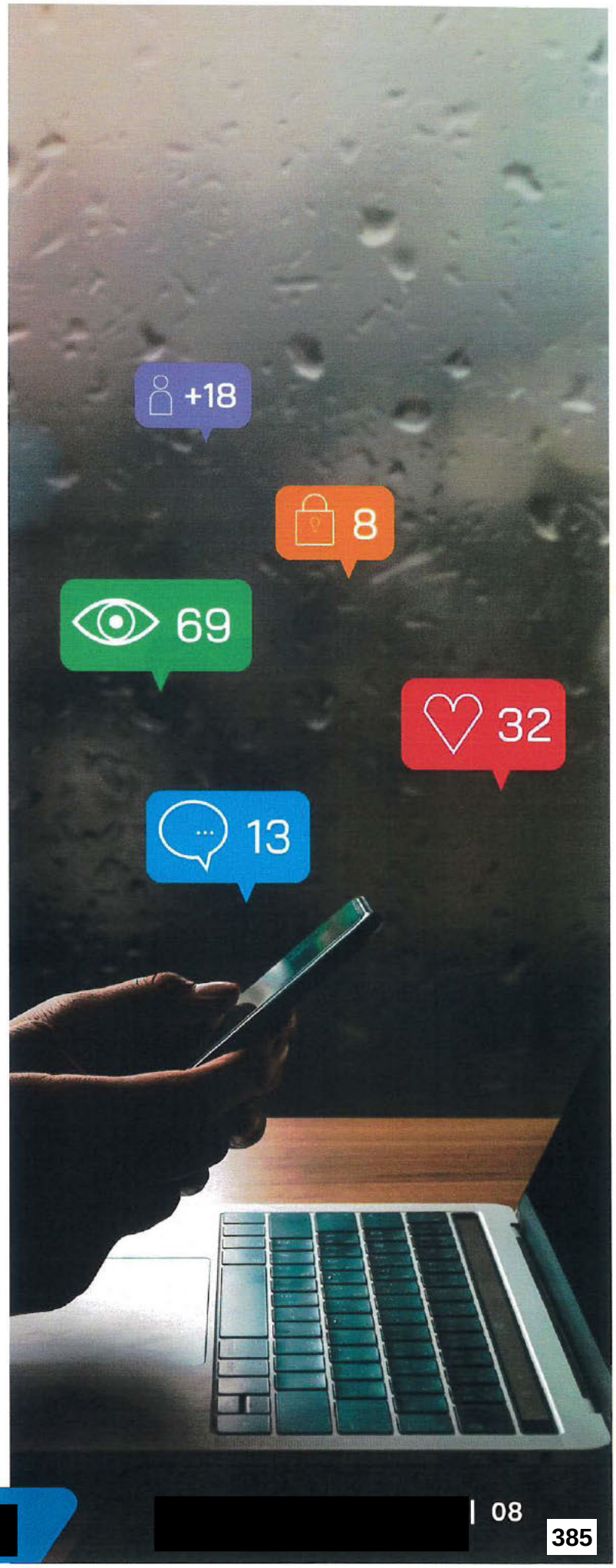
$2,500

Full Package *(save $1000)*

Includes student and parent presentations and consulting service

$8,000

** For services outside of the Los Angeles Metropolitan Area, an additional $500 travel fee is added.*



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ORGANIZATION FOR
SOCIAL MEDIA SAFETY

Leadership

Board

Dr. Laura Berman
Therapist & Media Personality

Dinesh Moorjani
Founder,Tinder/Entrepeneur

Evan Luzzatto
Chairman, Socialyte

Dr. Elizabeth Wegner
Adolescent Psychologist

Dr. Darria Long Gillespie
Physician & Media Personality

Dr. Shlomy Kattan
Director, Tyton Partners

Dr. Marsha Elkhunovich
Pediatrician

Scott Cooper
Associate Partner, McKinsey & Company

Matthew Ward
Partner, Boston Consulting Group

Paul Glass
Vice Chairman, Colony Group

Emily Meyer
Emmy Award Winning Screenwriter

Rachel Douglas
Partner, Range Media Partners

Jennifer Smiley
Events Coordinator

Ed Peisner
Founder

David Duben
Founding Partner, Duben & Associates

Rafael De La Rosa
Vice President, CSUN

Dr. Erica Felsenthal
Neuropsychologist

Tim Jaffe
Specialist, Los Angeles Unified School District

Tatiana Winograd
Founder, Miles Kennedy

Dr. Asif Mahmood
Member, California Medical Board

Advisors

Maggy Krell
Former Anti-Trafficking Coordinator, CA Department of Justice

Professor Hany Farid
Professor, University of California, Berkeley

Dr. Gia Marson
Psychologist

Nick Melvoin
Vice President, Los Angeles Unified School District School Board

Dr. Wendy Murawski
Professor, California State University at Northridge

Dr. Taaha Shakir
Pediatrician

Dr. Amy Cranston
CEO, SEL4CA

Ernesto Duran
Executive Director, Expanded Learning Ventura CountyOffice of Education

Presenter

Ed Peisner

After a long career in business, Ed Peisner founded the Organization for Social Media Safety in 2017 after his teenage son Jordan was viciously assaulted in WestHills, CA. The attack was filmed and uploaded to social media by an associate of the attacker. Jordan was left with serious and life-long injuries from the assault. Ed decided to dedicate himself to the goal of ensuring that no other family had to endure such a terrible ordeal. Ed now proudly travels the country teaching students, parents, and educators essential social media safety skills.



Our Work Has Been Featured On

The New York Times The Washington Post THE WALL STREET JOURNAL. NBC NEWS

ORGANIZATION FOR
SOCIAL MEDIA SAFETY

"Millions are harmed by social media-related dangers every year. It's time to stand together and make social media safe for everyone."

Marc Berkman, CEO



[redacted] | [redacted] | 10

Maximize safety for your students today!

Contact us at [redacted]

2022 California Nonprofit of the Year

ORGANIZATION FOR SOCIAL MEDIA SAFETY

[redacted]

[redacted]

[redacted]

[redacted]

Information

The Organization for Social Media Safety is dedicated to making social media safe for everyone through education, advocacy, and technology development.

The Organization for Social Media Safety is a 501(c)(3) nonprofit.

Your generous contributions are tax deductible to the extent allowed by law. Our US Federal Tax ID is 82-0940171.

© Copyright 2022 Organization for Social Media Safety



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 6th day of , 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Andrew hereinafter referred to as "Consultant."

Andrew Grueschow [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Jill Johnson Principal RL Stevenson
Print Name Title Location

Date Submitted to Board: 11/6/2025 Funding Source (Resource): 010-9087-0-11100-1000-5810-215-0000-0000

STRS/PERS Member: Yes No

The assignment **will** ☐ **will not** ■ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced, and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THEREFORE, 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 $ 2800.0, including benefits.
2. The term of the Agreement shall be the period commencing on 4/9/26 and terminating on 5/15/26.
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly 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.
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11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

Jill Johnson	Andrew Grueschow
Administrator	Consultant
Principal	[redacted]
Title	Address
11/6/2025	[redacted]
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

Musical Scoring with Andrew Grueschow

Basis for Request:

5th graders learn musical scoring

Background/Scope/Objectives:

Mr. Grueschow is a renowned percussionist who works with our 5th graders over 10 sessions to introduce elements of musical scoring.

Deliverables/Milestones:

Students will be able to have basic knowledge of musical scoring as it pertains to composition

Invoice Approver:

Jill Johnson, Principal

Timeline:

10 sessions

Payment Terms:

$140 per session times two classes x ten session= $2800.00 paid after services completed

School of Music

Faculty and Staff

Andrew Grueschow

Co-Director, World Music Performance Specialization

[redacted]

Room: B200 and B248



Andrew Grueschow is an LA-based percussionist with an interest in music the world over. He has traveled to Ghana, West Africa several times, studying the music of the Ewe and the Dagombas, and recording traditional drumming for Zadonu Records. In addition to the Hands On'Semble, an award winning percussion ensemble, Andrew is a member of the Zadonu African Music and Dance Company, featured on the "ALI" soundtrack. He has also performed with Adam Rudolph's "Go: Organic Orchestra," Lian Ensemble, and Vinny Golia's "Large Ensemble." Andrew also teaches with the Music Center-Performing Arts Center of Los Angeles County, Los Angeles Philharmonic and the Orange County Performing Arts Center. He is currently involved with work in the LSSN Network (Music-In-Education National Consortium), affiliated with the New England Conservatory. Andrew has performed in Germany, Brazil, Ghana, Taiwan and throughout the US.

TAGGED IN: **Music Faculty** • **World Music Performance** • **African Music & Dance** • **World Percussion**

STATEMENT OF WORK

Program/Project Purpose:

Musical Scoring with Andrew Grueschow

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5th graders learn musical scoring

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Invoice Approver:

Jill Johnson, Principal

Timeline:

10 sessions

Payment Terms:

$140 per session times two classes x ten session= $2800.00 paid after services completed

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	November 6, 2025
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 for the district to ensure that district students receive the services they require. The Board of Education must approve all consultant requests before services are rendered.

Discussion and Issues:
Sites submit the required paperwork to Instructional/Educational Services. Work must not begin until the site receives confirmation of Board approval from Instructional Services. Muir Middle School did not submit the required consultant agreement until October. Due to delays beyond its control, Roosevelt Elementary's consultant agreement was not submitted at the September 4, 2025, Board meeting, and McKinley Elementary was unable to submit its consultant agreement before the agenda deadline on October 1, 2025, for the October 16, 2025, Board meeting. 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:
See attached.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: November 6, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Mckinley Elementary	Deana Hippie	The consultant will work with teachers to deliver English Language Arts Standards full-day training aligned in the Step Up to Writing program. She will provide an overview of the program and offer writing strategies and skills tailored to each grade level.	11/3/25	$1000	010-62660.0-47601-10000-5810-2090000
Muir Middle School	United Spirit Association	Choreography for the Muir Middle School cheerleading squad that will be used for both regional and national cheerleading competitions.	8/23/25 – 8/24/25	$4445	01.0-90901.0-11100-10000-5850-3220000
Roosevelt Elementary	Education Through Music LA	ETMLA will provide curriculum and instructional support, including coaching, curriculum access, professional development, and concert guidance, as well as strategic planning.	9/8/25 – 5/18/25	$750	010-67700.0-11100-10000-5810-2140000

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 14th day of October, 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Deana Hippie hereinafter referred to as "Consultant."

Deana Hippie [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Liz Costella Principal William McKinley Elementary School
Print Name Title Location

Date Submitted to Board:_____ Funding Source (Resource): 01.0-62660.0-47601-10000-5810-209-0000

STRS/PERS Member: Yes No

The assignment **will** ☐ **will not** ■ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced, and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THEREFORE, the parties mutually agree as follows

1. The Consultant agrees to perform the following services for the District, at a rate of $ $1,00 per hour ☐ / per day ☐ / per session ■ for a total not to exceed $ $1,00, including benefits.
2. The term of the Agreement shall be the period commencing on 11/3/2 and terminating on 11/3/2.
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly 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, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

	Deana K. Hespie
Administrator	Consultant
	[redacted]
Title	Address
	[redacted]
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

Training new teacher on our supplemental writing program Step Up To Writing

Basis for Request:

Step Up to Writing is the supplemental writing program

used in all classrooms across the school. The training allows all new teachers and support staff to recieve training to support students in all sub groups.

Background/Scope/Objectives:

To provide overal understanding of program. To provide specific writing stratgies and skills for each grade level teacher represented.

Deliverables/Milestones:

Teacher understanding of curriculum. Teacher implentation of curriculum across all classrooms

Invoice Approver:

Liz Costella

Timeline:

Training on November 3, 2025

Payment Terms:

At completion of training. For a total of seven and a half hours of training not to exceed $1,000.

Deana Hippie

[redacted]

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

Deana Hippie
[redacted]

Proposal for Professional Development: Monday, November 3, 2025

McKinley Elementary School
Burbank Unified School District
Burbank, California

Teaching Composition and Writing to Learn Strategies
Specific topics to be determined by the school site.

Sessions: 6-hour day training for new teachers on writing strategies for supplemental writing program. Additional 2-hour training for all teachers to refresh and review writing strategies that have been implemented.

Fee: Seven and a half hours of training: $1000.00

Total: $1000.00

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 29 day of September, 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and UNITED SPIRIT ASSOCIATION hereinafter referred to as "Consultant."

UNITED SPIRIT ASSOCIATION [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Lori Pacino, Assistant Principal, John Muir MS
Print Name Title Location

Date Submitted to Board: _____ Funding Source (Resource): 01.0-90904.0-11100-10000-5850-3220000

STRS/PERS Member: Yes No

The assignment **will** ☐ **will not** ■ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced, and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THEREFORE, 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 $ 4445, including benefits.
2. The term of the Agreement shall be the period commencing on 8/25/25 and terminating on 8/24/25
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly 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, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

	United Spirit Association
Administrator	Consultant [redacted]
Title	Address [redacted]
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

John Muir Middle School

Basis for Request:

Payment for choreography completed

Background/Scope/Objectives:

Routine is for the John Muir Middle School cheer team to use at regional & National competitio

Routine was choreographed by a United Spirit Association choreographer

Deliverables/Milestones:

USA is the largest cheer and dance event producer on the West Coast

Invoice Approver:

Timeline:

8/23-24/2025

Payment Terms:

past due

About USA

GET 15% OFF YOUR PURCHASE WHEN YOU SIGN UP FOR EMAILS AND TEXTS FROM THE VARSITY SHOP!
SIGN UP



About USA

The United Spirit Association represents a 70+ year tradition of summer training camps and special events, offering quality instruction and a creative environment where students can develop friendships and enjoy a positive learning experience.

The USA was established as an outgrowth of Robert Olmstead's original California Specialty Camps. Mr. Olmstead conducted his first summer training camp in 1950 and since that time, hundreds of thousands of students have enjoyed *"A summer vacation where learning is fun."* Today, as a part of the Varsity Spirit Corporation, the USA actively promotes the values, ideals and vision of the Olmsteads while working to reach students now and in the future. The USA is the largest summer camp and special event organization of its kind in the western United States, conducting camps primarily in Arizona, California, Colorado, Idaho, Nevada, Oregon, Utah and Washington. Through its "Home" camps and Special Events/Competitions, the USA reaches students and performers nationwide.

Living up to its name, the United Spirit Association provides specialized instruction and year-round events for spirit, dance and band auxiliary activities. This summer, USA camps will offer complete programs at all levels for cheerleaders, Songleaders/Pom, Dance Teams, Drum Majors, Mascots, Pep/Short Flags, Dance/Drill Teams, Advisors, Leadership Teams, Directors and Coaches.

Experience a Varsity Spirit Summer Camp!
REGISTER NOW



USA / VARSITY SPIRIT is committed to creating a safe and positive environment for its participants' physical, emotional and social development, and promoting an environment free from abuse and misconduct.

Varsity Spirit Staff are required to complete the following:

- Pass annual background checks.
- Training course titled Athlete Safety: Participant Protection, which includes recognizing and reporting misconduct.
- Athlete Safety Education program covering cyberbullying, hazing, human trafficking, and imbalance of power.
- Signing of a Good Moral Character Affidavit.
- Fingerprinting and additional clearances as required by state law and camp requirements.
- USA Cheer Safety Certification (Cheer only): complete athlete protection training, concussion awareness training, and adhere to a member code of conduct.

About Our Staff

Selected for their technical skills and ability to effectively communicate with students of all ages, the USA prides itself on a staff that is professional and loves to teach. Each instructor is dedicated to supporting and helping our students be the very best they can be in a safe, positive and productive environment. United by this common sense of purpose, discipline and pride, the USA Staff is focused on taking our teams to the next level.

LEARN MORE





Philanthropy

Give back with Varsity Spirit! The USA is proud to partner with Varsity Spirit and St. Jude to help create better lives for youth.

LEARN MORE

TESTIMONIALS ABOUT USA

"To be a part of USA means to be a part of a family where you aren't judged or criticized. You're accepted for who you are and loved regardless of your flaws. If anything USA acknowledges that our differences in strengths are what makes us special and where we fall short, others step in and help out to make us even stronger."

Leilani Gellner
USA Staff Member

VARSITY SPIRIT

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 18 of August , 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and ETM-LA, Inc. dba Education Through Music-LA hereinafter referred to as "Consultant."

Payee's Name Education Through Music-Los Angeles Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Matt Osmond, Principal

Board Approval Date September 4, 2025

Account String 01.0-67700.0-11100-10000-4310-2149000

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 $ 750.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 9/8/25 and terminating on 5/18/25 .
3. Payment Terms: 2 payments: 9/1/26 $525 2/1/26 $225
4. Consultant will provide the following services:

   Consultant services for music education for students

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.

_____	8/18/25
BUSD Authorized Signature/Title Date	Consultant ETM-LA, Inc. dba Education Thro 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

education through MUSIC los angeles

Scope of Services - Theodore Roosevelt Elementary School

Burbank USD

Consulting 5 Year Sustainability Pathway

Proposal: 2025-26 School Year Estimate
Services Description: Consulting for Theodore Roosevelt Elementary School (; Band Ensemble; Orchestral Ensemble)
Contract Dates: August 11, 2025 through June 12, 2026
Instruction Dates: Week of September 8, 2025, through Week of May 18, 2026 (32 Weeks)

Programming Support Services & Expenses

Curriculum & Instructional Support Subtotal	**$**	**750.00**
ETM-LA Curriculum (ETM Model) & Resources (discounted)	$	250.00
Music Teacher Academy - Registration fee for 10 days of training @ $50/day	$	500.00

Theodore Roosevelt Elementary School Total Program Cost	**$**	**750.00**

Fully Encumbered P.O.
Payments To ETM-LA

Due on or before: August 01, 2025		
Due on or before: September 01, 2025	$	525.00
Due on or before: February 01, 2026	$	225.00

By signing, you confirm the accuracy of the classes and services listed above and acknowledge these terms. Modifications to services require a signed addendum found in the MOU, and if applicable, Theodore Roosevelt Elementary School will be responsible for fully processing all purchase order modifications within 30 days of the request to continue services.

If any financial or purchase order responsibilities are unfulfilled after the listed due date, ETM-LA and Theodore Roosevelt Elementary School will each make reasonable efforts to contact each other to resolve them. If a school responsibility remains outstanding 30 days after the due date, ETM-LA may suspend Music instruction and other services until the balance is paid in full.

School Authority Signature: _____ Date: 8.19.25

ETM-LA Representative Signature: _____ Date: June 10, 2025

Remember to use your LCAP, Prop 28, & other available funds this year!

[redacted]

2025-2026
Consultant Partner - Staffed by School
Memorandum of Understanding

1. Who We Are, Our Model, and Teachers



Education Through Music-Los Angeles (ETM-LA) is a non-profit organization dedicated to cultivating self-sustaining, high-quality music education programs in Los Angeles County. ETM-LA empowers students with musical skills, knowledge, and creativity, enhancing their ability to succeed in all areas of their lives.

ETM-LA's impact model prioritizes the development of music programs through collaborative partnerships with school leaders and the community. Our 3, 5, and 7-year pathways towards self-sustainability provide schools with a comprehensive plan, music instructional services, key curriculum and supervision support, and additional funding to integrate music education into the core curriculum - to ensure equitable access for all students.

ETM-LA music teachers receive over 100 hours of annual training and mentorship to deliver standards-based, sequential, and culturally responsive instruction to bring the transformative power of music education to eve



The ETM Model fosters child development by cultivating these essential qualities:

- Bolstering **Self-Confidence** by supporting and inspiring each student
- Nurturing a **Motivation for Learning** with the exploration of learning styles
- Strengthening **Problem-Solving** skills through music theory and the integration of other subjects
- Developing **Leadership** qualities through agency and team work
- Utilizing **Social Emotional Learning** as a

2. ETM-LA Responsibilities: What We Do and Do Not Provide

a. What We Do Provide

i. *Curriculum and Instructional Support:*

1. Coaching, Instructional Support, Informal Classroom Observations
2. ETM-LA Curriculum
3. Teacher Access to MakeMusic and MusicPlay Online
4. Recommended concert music repertoire
5. Ten days of Music Teacher Professional Development - ***registration only***

Included on the Scope of Services for all consultant schools.

ii. *Oversight, Management, and Consultation:*

1. ETM-LA/School Orientation
2. Initial Strategic Planning or Program Design Consultation Session

Included on the Scope of Services for all consultant schools.

b. What We Provide if Selected by School (Must be paid for on the Scope of Services according to the listed terms)

i. *Concerts* and Community Engagement (select any or all):*

1. Winter Concert Support*
2. Spring Concert Support*
3. Principal's Leadership Conference
4. School Faculty Professional Development
5. Parent Workshop

ii. *Oversight, Management, and Consultation:*

1. Additional Strategic Planning or Program Design Sessions
2. Fall and Spring Principal Check-Ins with ETM-LA Staff
3. Formal Observations for Teachers as deemed necessary by ETM-LA's Instructional Supervisor (IS)

iii. *Ensemble-Only** Events, Instructional Support, Resources (select any/all)*

1. Concert Support - increases per ensemble type added
2. Snacks with Sound Series
3. Music Unites the World Festival basic level participation fee (included for invited ensembles)
4. Facilitation of Instrument Repairs - includes repair cost, plus time for ETM-LA staff to document and transport instruments

First year ensemble: $500 per ensemble type
Second year ensemble: $750 per ensemble type
Third + year ensemble: $1,000 per ensemble type

Note: ETM-LA requires Consultant schools to conduct two annual concerts. If support services for concerts are declined on the Scope of Services, then requested later, ETM-LA will charge the going hourly consulting rate (currently $150/hour). Added costs must be paid promptly before added support is provided; ETM-LA **cannot bill added costs through a school board or procurement.*

***Note: All selected ensemble charges are assessed per ensemble type (Band, Orchestra, Modern Band, Choir, Orff, or Mariachi). Multiple levels of the same type of ensemble are considered inclusive as one (1) ensemble.*

c. **What We Do Not Provide**
   i. *Transportation*: The school is responsible for arranging and covering the costs of transportation for students or ensembles participating in ETM-LA events, including any associated insurance requirements.
   ii. *Musical Instruments, Music Technology:* Additional costs of purchasing musical instruments and technology items are the responsibility of the school. ETM-LA will make recommendations on required purchases, based on best practices in pedagogy.

3. **School Responsibilities and Leadership Support Requirements**

   a. **Calendar and Schedule**
      i. Provide **bell**; **class schedule**; **staff roster**; **emergency procedures**, and **academic school year calendar** to ETM-LA Director of Programs or Instructional Supervisor (IS) no later than August 15th. Where applicable, any changes to the academic calendar after this date must be confirmed in a written agreement with ETM-LA. If an ETM-LA teacher follows the weeks of service outlined in the original academic calendar and arrives without students present, the instructional time cannot be credited to the school.
      ii. Schedule your Principal Orientation Meeting for no later than August 15th.
      iii. Schedule the following no later than the second week of September: Winter and Spring concert dress rehearsal dates; Winter and Spring concert performance dates; full classroom Teacher faculty PD; Parent workshop; ensemble open rehearsal; mid-year and end-of-year check-in
      iv. Schedule a school administrator strategic planning session with ETM-LA's Director of Programs and Director of Community Affairs and Partnerships no later than 30 days after services begin.
      v. Send, Collect, and Share student image release forms with ETM-LA no later than 14 days after services begin.

b. Allocation of School Resources to the Program



- **i.** Provide an ETM-LA-approved classroom(s) that is safe, clean, and ideal for music instruction.
- **ii.** Provide ETM-LA Music Teachers with basic classroom supplies and resources in line with the rest of the staff, including access to copying, paper, markers, and other resources for content delivery.
- **iii.** Commit to creating a musical environment for the music room, including a color block rug, posters, and foundation instruments (i.e., Orff, percussion, et al.)
- **iv.** Provide a certificated employee to supervise students during all lessons, unless otherwise identified.

c. Music Faculty Management

- **i.** Provide ETM-LA music Teachers with a minimum of one (1) thirty (30) minute lunch break and two (2) ten (10) minute rest breaks daily.
- **ii.** Promptly inform ETM-LA of any staffing changes or music faculty concerns, including incidents in which any ETM-LA-employed music faculty is alleged to have violated any school policies, especially those governing the interactions between school personnel and students.
- **iii.** Independently observe the teaching activities of music faculty and support music faculty in their teaching.

d. Music Instruction Management



- **i.** Schedule and facilitate the production of one school-wide student music performance in the winter and one school-wide student music performance in the spring. If possible, the schedule will include a dress rehearsal for all performers that can function as a school assembly.
- **ii.** Provide ETM-LA music teacher access to student attendance and grading portal; faculty roster including room phone numbers and email addresses; district internet network access; all emergency protocols and campus training; and access to the main communication platform with parents.
- **iii.** Collaborate with ETM-LA staff to design a grading policy for all music students, focusing on providing specific feedback to parents regarding their children's work in the music classroom.
- **iv.** Include a music grade on student report cards when possible.

e. **Professional Development Coordination and Resource Support**
   i. Facilitate distribution of academic teacher professional development resources and provide Instructional Supervisors (IS) with a staff roster so we can track attendance.
   ii. Administrator participation in ETM-LA's orientation; annual Principal's Leadership Institute; Winter and Spring concert performances; full faculty Teacher PD; Parent Workshop; ensemble open rehearsal; mid-year and end-of-year check-in.
   iii. Distribute, collect, and return to ETM-LA all Program evaluation materials (online, written) on a timely basis as mutually determined.

f. **Program Promotion and Community Relations**
   i. Communicate the school's long-term vision for music instruction and current music instruction activities in two school-wide written communications published leading up to the fall and spring concerts.
   ii. Facilitate site visits to the school by current or potential program benefactors.
   iii. Connect school social media pages to ETM-LA social media pages on all platforms, and tag ETM-LA in the promotion of music events.

4. **Other**

a. *Music Teachers not guaranteed:* We hire teachers from diverse musical backgrounds, and occasionally, exciting opportunities take them away from our faculty, requiring us to provide temporary substitutes or permanent replacements. While you may request the return of a music teacher from a previous school year, we cannot guarantee year-over-year placement.
b. *Concert Music:* Concert music is selected by our administration based on standard benchmarks and grade level appropriateness. Please notify your Instructional Supervisor if your school has an additional approval policy, or any programmatic limitations. Any requests outside of the ETM-LA pre-selected repertoire will be at the expense of the school.
c. *Force Majeure:* If, due to force majeure, either the School or ETM-LA cannot continue the performance of this agreement, either party may be exempted from liabilities in whole or in part according to the impact of the force majeure. The party subject to force majeure shall promptly notify the other party, and submit to the other party sufficient and valid proof of force majeure. Otherwise, the corresponding liability shall not be waived.
d. If the School does not uphold its contracting and payment obligations, and commitments in the **School Responsibilities and Leadership Support Requirements** section, ETM-LA will meet with school administrators to realign. If problems persist, ETM-LA may, in coordination with the School, employ a Partnership Improvement Plan (PIP) for a prescribed period, typically 60-90 days. If the Partnership Improvement Plan problems have not been adequately addressed at the conclusion, ETM-LA may recommend that the partnership be placed on hold until resolved, or dissolved altogether.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	The Administrative Services Department
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	November 6, 2025
SUBJECT:	Ratification of Approval of Rental Agreement, Mike Brown Grandstands, Inc., Burbank High School (BHS Site Fund/Football Trust)

Background:
Burbank High School temporarily rents bleachers for their home football games annually. However, due to hosting home games for the 25-26 football season, the site needed to extend the rental to cover the full time period.

Discussion/Issues:
In August 2025, Burbank High School received an agreement from Mike Brown Grandstands to rent a set of 114' long x 6 rows high bleachers for their 25-26 football season. The rental period is from August 25, 2025-October 21, 2025.

Fiscal Impact:
$4,290 (BHS Site Fund)
$4,290 (Football Trust Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education ratify a rental agreement between Burbank Unified School District and Mike Brown Grandstands, Inc., for temporary rental bleachers at Burbank High School, effective August 25, 2025 through October 21, 2025, not to exceed $8,580 (010-00000-0-11100-10000-4310-431-0000) BHS Site Fund/ (62500) Football Trust, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Mike Brown Grandstands, Inc.

P.O. Box 2185 ~ Irwindale, CA 91706
Ph: (626) 303-5112 Fx: (626) 303-5115

CONTRACT 14082 BG

BILL TO: Burbank High School
Hector Valencia
902 N. 3rd Street
Burbank , CA 91502

SITE LOCATION: Burbank High School -
902 N. Third St.
Burbank , CA 91502

OFFICE PH: 818 621-5777
FAX:
E-MAIL: hectorvalencia@burbankusd.org
CLIENT PO#:
CLIENT SITE REP: Jose Perez
SITE PHONE: 818 823-0447
JOB #: 17103

DESCRIPTION OF SERVICE

QUANTITY	ITEM	PRICE
	Temporary rental of the following:	
1	114' long x 6 rows high bleacher. Front row elevated 40". Three aisles. Capacity 390 seats)	
	Price includes delivery, installation, rental and removal.	$8,580.00
	Permits are not included and if required are the responsibility of the customer.	
	A signed contract is required otherwise a delivery will NOT be scheduled	
	Subject to availability at time of order.	

Installation: August 25, 2025 7:00 AM First game 8/29/2025
Removal: October 21, 2025 7:00 AM Last game 10/17/2025
TERMS: NET 10 (with P.O.)

All liability including, but not limited to, the use and operations of the above rental equipment is the sole responsibility of Lessee. Lessor is responsible only for the structural integrity of the installation. Lessee agrees to defend and hold harmless Lessor in any and all claims, except in the event of structural failure, in connection with the above rental equipment. Minors shall not be allowed on rental equipment unsupervised.

TOTAL	$8,580.00
DEPOSIT	
BALANCE	$8,580.00

Please Send Payments ONLY to P.O. Box 1414, Glendora, CA 91740

This proposal shall represent the full and complete Agreement between the parties when signed by the Lessee and returned to us. Notwithstanding the foregoing, this Agreement is subject to availability of the material and equipment described herein as of the date the fully executed Agreement is received by us. **This Agreement is subject to the terms and conditions set forth on the back page hereof, which terms and conditions are made part of this Agreement.**

Lessee Burbank High School
Hector Valencia

By _____
DATE

Lessor Mike Brown Grandstands, Inc.
Bill Gallimore

Date July 24, 2025

Terms and Conditions

1. Lessor hereby leases to the Lessee, and Lessee hereby leases from Lessor, the material and equipment described on the face side of this agreement (Hereinafter called "equipment"), and agrees to provide the

Mike Brown Grandstands, Inc.

P.O. Box 2185 ~ Irwindale, CA 91706
Ph: (626) 303-5112 Fx: (626) 303-5115

CONTRACT 14082 BG

services incident thereto at the price set forth here in and subject to the following terms and conditions:

2. This is a lease agreement only and the equipment shall remain the property of Lessor. Lessee shall not sublet, encumber or dispose of said equipment or do anything which might suggest to third parties that Lessee has any power to do so. The equipment shall not be removed from the place of installation without the express written consent of Lessor, and Lessee shall not remove, cover or interfere with Lessor's identification or advertising labels attached to the equipment.

3. Lessee assumes all risks and liability for the use and operation of the equipment and for personal, injuries and property damage arising from or incidental thereto; and Lessee shall protect, defend, indemnify and save harmless Lessor against any and all claims, demands or causes of action of every kind arising in favor of any person, including but not limited to Lessee, his guests and employees of Lessor and Lessee, on account of personal injuries or death, or damage to property, growing out of, incident to or resulting directly or indirectly from the performance of this lease agreement, from any cause whatsoever unless such claims, demands or causes of action arise solely through the negligence of Lessor.

4. Lessee agrees to provide, at his expense, sufficient unobstructed space for the delivery, installation, dismantlement and removal of the equipment, and access to such space. Prior to the time fixed for the dismantlement and removal of the equipment, Lessee shall remove all personal property installed or placed on the equipment by Lessee or any other party, and upon dismantlement of the equipment, Lessor shall have no obligation to provide protection for such personal property of Lessee or third party which had theretofore been protected by Lessor's equipment or to move, remove or dismantle such personal property or to dispose of any rubbish or refuse on Lessee's premises not directly attributable to the removal of Lessor's equipment. In the event that any such personal property is not removed as required herein prior to the dismantlement and removal of the equipment, Lessor may nonetheless enter the premises, move or remove any of such personal property at Lessee's risk and cost, and dismantle and remove the equipment without further notice, and Lessee hereby indemnifies Lessor from any cost, expense or liability arising therefrom.

5. Lessor shall deliver and install the equipment at such reasonable times, as it deems best for safety and scheduling, allowing time for Lessee's decoration and pre-event arrangements. Lessee shall advise the Lessor as to the existence and location of any underground cables, pipes, conduits, etc. In the absence of such advice Lessor can assume no underground obstructions exist. Although Lessor will endeavor to minimize damage to Lessee's lawn, plantings, underground utilities and premises generally (including power failures and other hazards), Lessee assumes the risk and releases Lessor from liability from any such damages which may occur. Lessor may rely on and follow any directions whether oral or written of any member of Lessee's family or his employees or agents with respect to any act or acts performed by Lessor in the delivery, installation, dismantlement or removal of the equipment or the performance of any services called for by this agreement.

6. If Lessee supplies any labor in connection with the installation of the equipment, Lessee shall provide workmen's compensation insurance for such labor meeting applicable state law requirements and general liability insurance in amounts reasonably required by Lessor, Lessee shall hold Lessor harmless from and against any all claims, damages, costs and liability of any nature related to the use of such labor supplied by Lessee.

7. In the event that Lessee changes any of the arrangements relating to the services to be performed or to equipment to be leased, Lessor shall have the right to add or subtract such equipment, service or servicemen as in its sole discretion may be necessary to maintain the safety and quality of the work to be performed. Lessee shall pay for any additional equipment, service or servicemen (or shall receive credit for any reduction thereof) at Lessor's customary charge therefore.

8. This contract may be cancelled by Lessee not less than seventy-two (72) hours prior to the time scheduled for initial delivery of equipment to premises of Lessee. In the event that such notice of cancellation is given by Lessee to Lessor on or before thirty (30) days prior to such scheduled delivery date then Lessee's deposit shall be refunded except for such portion of the deposit as represents out-of-pocket expenditures incurred by Lessor in anticipation of the engagement. In the event that such notice of cancellation is given less than thirty (30) days but more than (72) seventy-two hours prior to such delivery date, then Lessee shall be liable in addition thereto for any provable damages directly attributable to such cancellation. Should Lessee fail to give such notice of cancellation prior to seventy-two (72) hours before the scheduled delivery date, then Lessee shall be responsible for the full contract price as specified in this agreement.

9. Lessee shall pay the contract price, plus such additions thereto as may be agreed upon or chargeable pursuant to the terms hereof within the period specified herein. If the balance due is not paid at the time, an amount equal to 2% (24% per annum) of the outstanding balance shall be added to said balance every thirty (30) days thereafter until final payment is made by Lessee. as a service charge and not an interest charge. In the event that Lessee has directed that the lease charges hereunder be billed to another person or organization, and payment is not made by such person or organization with the terms specified Lessee shall, promptly upon receiving notice of non-payment, pay said lease charges and such additional charges as may be added to the outstanding balance pursuant to the terms hereof. In the event of any failure by Lessee to timely make any payments required under this lease agreement and if either party utilizes counsel to pursue the matter, the prevailing party in any such dispute shall be entitled to its reasonable attorney and expert fees and costs related to collecting the money owed under this agreement.

10. If Lessee shall default in the payment of any fees hereunder or otherwise breach any of the terms and conditions hereof, or if any execution of writ or process of law shall be issued in any action against the Lessee, whereby the said equipment might be taken or distrained, or if a proceeding in bankruptcy, receivership or insolvency shall be instituted by or against Lessee or his property, or if Lessee shall enter into any agreement or composition with creditors, or if Lessor shall deem itself insecure, Lessor may immediately take repossession of its equipment without any court order or any other process of law and may enter upon any premises where said equipment may be and remove the same with or without notice of its intention to do so, without liability therefor.

11. No representations, warranties or agreements, oral or written, expressed or implied, have been made by either party hereto with respect to this agreement or the equipment rented except as expressly provided herein. This agreement, together with schedules from time to time attached hereto, constitutes the entire agreement of the parties hereto. Any changes or modification of this agreement must be in writing and signed by the duly authorized representatives of the parties hereto except that any agreement between the said parties as to any additional equipment or services needed by the Lessee and the charges therefor may be made orally by the parties. In the event of any breach of this agreement by Lessor, Lessee's sole and exclusive remedy shall be the refund of the price paid or that portion thereof as may represent Lessee's damages. LESSOR SHALL NOT BE LIABLE FOR ANY INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES RESULTING FROM LESSOR'S BREACH.

12. Lessor's rights and remedies hereunder or by law shall be cumulative, not exclusive, and shall be in addition to all of the rights and remedies available to Lessor. Lessor's failure to enforce strictly any provisions of this agreement shall not be construed as a waiver thereof, or as excusing Lessee from future performance.

13. If this contract provides for the sale of goods, paragraphs 3, 4, 6, 9, 10, 11, and 12 above shall apply, and in addition, the following terms shall apply:
a) The goods are sold "AS IS" with NO WARRANTY of merchantability or of fitness for a particular purpose except as expressly stated on the face hereof.
b) Installation, maintenance or other services are not included in the sale contract. If this agreement provides for services to be rendered by Lessor, the contract therefore shall be deemed separate from this agreement, and will be priced separately, and in such case paragraph 6 shall apply to the extent it is applicable.
c) Buyer represents and warrants that he has all knowledge and facilities necessary for proper maintenance of the goods sold and Buyer further indemnifies and holds harmless Lessor, from all claims, damage, cost and liability of any nature related to the use and/or maintenance of the goods.

14. Any person executing this agreement on behalf of a corporation or organizing warrants in his individual capacity that he is acting within the scope of his authority and that said corporation or organization shall be bound thereby.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	The Administrative Services Department
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	November 6, 2025
SUBJECT:	Approval of Award of Contract, Jeff Painting, 2526-006 CUPCCAA Bid, Painting Gymnasium, Muir Middle School (Restricted Routine Maintenance)

Background:
The District recently discovered issues with the downspouts on both sides of the Muir Middle School gym that caused water to flow down the interior walls, creating major water stains. The District is seeking to repaint the upper portion of the interior walls.

The pre-bid conference was held on Tuesday, September 30, 2025. Sixteen (16) contractors attended. The bid closed on October 17, 2025.

Qualifying Bids for 2526-006 CUPCCAA Bid for Painting Gymnasium at Muir Middle School received were as follows:

Jeff Painting	$18,770.00
Affordable Quality Painting Inc	$18,940.00
Color New Corp	$22,000.00
Piana Construction & Painting Inc.	$23,800.00
Cosmic Color Painting	$24,000.00
valor construction, inc	$24,000.00
Perfectionptgco@gmail.com	$24,095.00
TINOCO CONSTRUCTION	$24,990.00
POLYCHROME CONSTRUCTION INC	$26,773.00
CTG Construction, Inc. dba C.T. Georgiou Painting Co.	$52,000.00
U.S National Corp	$64,800.00

There were eleven (11) bids submitted in total, with only nine (9) deemed responsive. Jeff Painting was the selected vendor of those that were responsive.

Discussion/Issues:
Due to the water flow from the downspouts, large stains, spanning more than 12 feet in length, have formed. In addition, there are also other stains on the walls from prior water damage that will also be addressed. The painting of the upper portion of the interior gym walls at Muir Middle School is tentatively scheduled to be completed during the winter break.

Fiscal Impact:
$18,770 (Restricted Routine Maintenance)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve an award of contract between Burbank Unified School District and Jeff Painting for the 2526-006 CUPCCAA Bid for the Painting of the Gym Walls at Muir Middle School, effective November 7, 2025 through November 6, 2026, not to exceed $18,770 (010-81500-0-00000-85000-6250-322-0000) Restricted Routine Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Burbank Unified School District
Bid Results for Project CUPCCAA Bid for Painting Gymnasium at Muir Middle School (2526-006)
Issued on 09/22/2025
Bid Due on October 17, 2025 2:00 PM (PDT)
Exported on 10/20/2025

Section/Bidder	**Bid Amount**	**Responsive**
Section 1		
Jeff Painting	$18,770.00	
Affordable Quality Painting Inc	$18,940.00	
Color New Corp	$22,000.00	
Piana Construction & Painting Inc.	$23,800.00	
Cosmic Color Painting	$24,000.00	
valor construction, inc	$24,000.00	
Perfectionptgco@gmail.com	$24,095.00	
TINOCO CONSTRUCTION	$24,990.00	
POLYCHROME CONSTRUCTION INC	$26,773.00	
CTG Construction, Inc. dba C.T. Georgiou Painting Co.	$52,000.00	
U.S National Corp	$64,800.00	

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

BID FORM

2526-006 CUPCCAA BID FOR PAINTING GYMNASIUM AT JOHN MUIR MIDDLE SCHOOL

Dear Board Members:

The undersigned, doing business under the firm name of:

Jeff Painting

hereby propose and agree to enter into a Contract, to furnish any and all labor, materials, applicable taxes, equipment and services for the completion of Work described hereinafter and in the Contract Documents.

BASE BID $ 18,770.00

BASE BID (in words)

Eighteen thousand seven hundred seventy dollars

Circular letters, bulletins, addenda, etc., bound with the specifications or issued during the time of bidding are included in the bid, and, in completing the Contract, they are to become a part thereof.

The receipt of the following addenda to the specifications is acknowledged:

Addendum No. 1 Date 9/23/25 Addendum No. 3 Date 10/1/25

Addendum No. 2 Date 9/26/25 Addendum No. 4 Date 10/6/25

If written notice of the Award of Contract is mailed, emailed or delivered to the undersigned at any time before this bid is withdrawn, the undersigned shall, within ten (10) days after the date of such mailing, emailing or delivering of such notice, execute and deliver an agreement in the form of agreement present in these Contract Documents and provide Performance and Payment Bonds in accordance with the specifications and bid as accepted.

The undersigned hereby designates as the office to which such Notice of Award of Contract may be mailed, telegraphed, or delivered:

Jafar Azimi Ghadikolaei	Owner	jeffpaintinginc@gmail.com
Name	Title	Email Address

Jeff Painting
Company Name

3415 S SEPULVEDA BLVD 1100	LOS ANGELES, CA 90034
Physical Address	City, State ZIP

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

BID FORM

Our Public Liability and Property Damage Insurance is placed with:

Nautilus Insurance Company	ABCIV-K / 10/10/2026
Company Name	Policy Number/Expiration
7233 E Butherus Dr Scottsdale,	AZ 85260
Physical Address	City, State ZIP

Our Workers' Compensation Insurance is placed with:

National Liability & Fire Insurance Company	8035682297 / 10/13/2026
Company Name	Policy Number/Expiration
151 N. Franklin Street Chicago	IL 60606
Physical Address	City, State ZIP

This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

BID FORM

NOTE: A bidder shall not submit a bid unless the bidder's contractor's license number appears clearly on the bid, the license expiration date and class are stated, and the bid contains a statement that the representations made therein are made under penalty of perjury. Any bid submitted by a contractor who is not licensed pursuant to Business and Professions Code §7028.15 shall be considered nonresponsive and shall be rejected. Any bid not containing the above information, or a bid containing information which is subsequently proven false, may be considered nonresponsive and may be rejected. Each bid must give the full business address of the bidder and be signed by bidder with bidder's usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

The undersigned declares, under penalty of perjury under the laws of the State of California, that the representations made in this bid are true and correct.

Jafar Azimi Ghadikolaei Digitally signed by Jafar Azimi Ghadikolaei Date: 2025.10.10 20:51:05 +03'30'	October 10, 2025
Signature	Date
Jafar Azimi Ghadikolaei	Owner
Print Name	Title
Jeff Painting (Sole Ownership)	California
Company Name	State of Incorporation
3415 S SEPULVEDA BLVD 1100	LOS ANGELES, CA 90034
Mailing Address	City, State ZIP
jeffpaintinginc@gmail.com	8189170633
Email Address	Telephone
1000031151	06/30/2026
DIR Registration No.	Expiration
1007768 C-33	09/30/2027
CSLB License No. Class(es)	Expiration

NOTE: *This page may be reproduced as necessary to list additional corporate officers or partners.*

☐ **Evidence of authority to bind the corporation is attached.**

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

DESIGNATION OF SUBCONTRACTORS

To Be Executed by Bidder and Submitted with Bid

Each bidder shall set forth below the name and the location of the place of business of each subcontractor and the California contractor license number of each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the Work or improvement, or to a subcontractor licensed by the State of California who, under subcontract to the Contractor, specially fabricates and installs a portion of the Work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of 1 percent (0.5%) of the bidder's total bid, and the portion of the Work which will be done by each subcontractor. An inadvertent error in listing a California contractor's license number shall not be grounds for filing a bid protest or for considering the bid nonresponsive if the bidder submits the corrected contractor's license number to the Owner within 24 hours after the bid opening, or any continuation thereof, so long as the corrected contractor's license number corresponds to the submitted name and location for that subcontractor.

If the Contractor fails to specify a subcontractor for any portion of the Work to be performed under the Contract in excess of one-half of 1 percent (0.5%) of the Contractor's total bid, the Contractor shall be deemed to have agreed to perform such portion itself, and shall not be permitted to subcontract that portion of the Work except under the conditions hereinafter set forth.

Subletting or subcontracting of any portion of the Work as to which no subcontractor was designated in the original bid shall only be permitted in cases of public emergency or necessity, and then only after a finding reduced to writing as a public record of the legislative body of the Owner.

As of March 1, 2015, for any bid proposal submitted, and as of April 1, 2015, for any contract for public work entered into, an inadvertent error in listing a subcontractor who is not registered under Labor Code section 1725.5 shall not be grounds for filing a bid protest or grounds for considering the bid nonresponsive, provided that either: the subcontractor is registered prior to the bid opening; or the subcontractor is registered and has paid the penalty registration fee specified in Labor Code section 1725.5(a)(2)(E), if applicable, within 24 hours after the bid opening; or the subcontractor is replaced by another registered subcontractor under Public Contract Code section 4107. Failure of a listed subcontractor to be registered shall be grounds under Public Contract Code section 4107 for the Contractor, with the Owner's consent, to substitute a registered subcontractor for the unregistered subcontractor.

Failure to provide this information in a legible manner may result in the rejection of an otherwise acceptable bid.

NOTE: *Reproduce page two of this document for additional listings needed beyond the length of this form.*

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

DESIGNATION OF SUBCONTRACTORS

If there are none, please check this box: ☑

Subcontractor Name | City & State | Phone

CSLB# | Class(es) | Expiration | DIR# | Expiration

Description of Work | 0.0% % of Total

Subcontractor Name | City & State | Phone

CSLB# | Class(es) | Expiration | DIR# | Expiration

Description of Work | % of Total

Subcontractor Name | City & State | Phone

CSLB# | Class(es) | Expiration | DIR# | Expiration

Description of Work | % of Total

I am the authorized representative of the Bidder submitting this Designation of Subcontractors and I declare that each subcontractor listed holds a valid and current contractor license in good standing in California to perform the portion of work for which the subcontractor is listed.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.



Signed: Jafar Azimi Ghadikolaei Digitally signed by Jafar Azimi Ghadikolaei Date: 2025.10.10 21:16:45 +03'30'

Printed Name: Jafar Azimi Ghadikolaei

Company Name: Jeff Painting

Title: Owner

Date: October 10, 2025

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

DRUG-FREE WORKPLACE CERTIFICATION

To Be Executed by Bidder and Submitted with Bid

This Drug-Free Workplace Certification is required pursuant to Government Code Sections 8350 *et seq*., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract awarded by a State agency may be subject to suspension of payments or termination of the contract, or both, and the contractor may be subject to debarment from future contracting if the state agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract or grant from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;

(b) Establishing a drug-free awareness program to inform employees about all of the following:
  (1) The dangers of drug abuse in the workplace;
  (2) The person's or organization's policy of maintaining a drug-free workplace;
  (3) The availability of drug counseling, rehabilitation and employee-assistance programs;
  (4) The penalties that may be imposed upon employees for drug abuse Violations;

(c) Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by Section 8355(a) and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the Owner determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract or grant awarded herein is subject to suspension of payments, termination, or both. I further understand that should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350 *et seq*.

I acknowledge that I am aware of the provisions of Government Code Section 8350 *et seq*. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.



Signed: Jafar Azimi Ghadikolaei Digitally signed by Jafar Azimi Ghadikolaei Date: 2025.10.10 21:17:35 +03'30'

Printed Name: Jafar Azimi Ghadikolaei

Company Name: Jeff Painting

Title: Owner

Date: October 10, 2025

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

(Education Code Section 45125.2)

To Be Executed by Bidder and Submitted with Bid

Business entities entering into contracts with the Owner for the construction, reconstruction, rehabilitation or repair of a facility must comply with Education Code sections 45125.1 and 45125.2. Such entities are responsible for ensuring full compliance with the law and should therefore review all applicable statutes and regulations. The following information is provided simply to assist such entities with compliance with the law.

1. If the District determines your employee(s) will have more than limited contact with students, then you must take one or more of the following steps:

   a. Install a physical barrier at the worksite to limit contact with pupils.
   b. Have an employee, who the Department of Justice has ascertained has not been convicted of a violent or serious felony, continually monitor and supervise employees. The entity shall verify in the Independent Contractor Student Contact Form to the Owner that the employee charged with monitoring and supervising its employees has no such convictions. (See attached.)
   c. Arrange for surveillance by personnel, with Owner approval.

   If one or more of these steps is taken, you are not required to comply with Education Code section 45125.1.

2. If you are providing the services in an emergency or exceptional situation, you are not required to comply with Education Code section 45125.2. An "emergency or exceptional" situation is one in which pupil health or safety is endangered or when repairs are needed to make a facility safe and habitable. Owner shall determine whether an emergency or exceptional situation exists.

I have read the foregoing and agree to comply with the requirements of Education Code §45125.1 and §45125.2 as applicable.



Signed: Jafar Azimi Ghadikolaei Digitally signed by Jafar Azimi Ghadikolaei Date: 2025.10.10 21:18:12 +03'30'

Printed Name: Jafar Azimi Ghadikolaei

Company Name: Jeff Painting

Title: Owner

Date: October 10, 2025

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

ATTACHMENT

Under Education Code section 45125.1, no employee of a contractor or subcontractor who has been convicted of or has criminal proceedings pending for a violent or serious felony may come into contact with any student.

A violent felony is any felony listed in subdivision (c) of Section 667.5 of the Penal Code. Those felonies are presently defined as:

(1) Murder or voluntary manslaughter.
(2) Mayhem.
(3) Rape as defined in paragraph (2) or (6) of subdivision (a) of Section 261 or paragraph (1) or (4) of subdivision (a) of Section 262.
(4) Sodomy as defined in subdivision (c) or (d) of Section 286.
(5) Oral copulation as defined in subdivision (c) or (d) of Section 288a.
(6) Lewd or lascivious act as defined in subdivision (a) or (b) of Section 288.
(7) Any felony punishable by death or imprisonment in the state prison for life.
(8) Any felony in which the defendant inflicts great bodily injury on any person other than an accomplice which has been charged and proved as provided for in Section 12022.7, 12022.8, or 12022.9 on or after July 1, 1977, or as specified prior to July 1, 1977, in Sections 213, 264, and 461, or any felony in which the defendant uses a firearm which use has been charged and proved as provided in subdivision (a) of Section 12022.3, or Section 12022.5 or 12022.55.
(9) Any robbery.
(10) Arson, in violation of subdivision (a) or (b) of Section 451.
(11) Sexual penetration as defined in subdivision (a) or (j) of Section 289.
(12) Attempted murder.
(13) A violation of Section 12308, 12309, or 12310.
(14) Kidnapping.
(15) Assault with the intent to commit a specified felony, in violation of Section 220.
(16) Continuous sexual abuse of a child, in violation of Section 288.5.
(17) Carjacking, as defined in subdivision (a) of Section 215.
(18) Rape, spousal rape, or sexual penetration, in concert, in violation of Section 264.1.
(19) Extortion, as defined in Section 518, which would constitute a felony violation of Section 186.22 of the Penal Code.
(20) Threats to victims or witnesses, as defined in Section 136.1, which would constitute a felony violation of Section 186.22 of the Penal Code.
(21) Any burglary of the first degree, as defined in subdivision (a) of Section 460, wherein it is charged and proved that another person, other than an accomplice, was present in the residence during the commission of the burglary.
(22) Any violation of Section 12022.53.
(23) A violation of subdivision (b) or (c) of Section 11418.

J.A.

Initials

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

ATTACHMENT

A serious felony is any felony listed in subdivision (c) Section 1192.7 of the Penal Code. Those felonies are presently defined as:

(1) Murder or voluntary manslaughter
(2) Mayhem
(3) Rape
(4) Sodomy by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person
(5) Oral copulation by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person
(6) Lewd or lascivious act on a child under the age of 14 years
(7) Any felony punishable by death or imprisonment in the state prison for life
(8) Any felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm
(9) Attempted murder
(10) Assault with intent to commit rape, or robbery
(11) Assault with a deadly weapon or instrument on a peace officer
(12) Assault by a life prisoner on a non-inmate
(13) Assault with a deadly weapon by an inmate
(14) Arson
(15) Exploding a destructive device or any explosive with intent to injure
(16) Exploding a destructive device or any explosive causing bodily injury, great bodily injury, or mayhem
(17) Exploding a destructive device or any explosive with intent to murder
(18) Any burglary of the first degree
(19) Robbery or bank robbery
(20) Kidnapping
(21) Holding of a hostage by a person confined in a state prison
(22) Attempt to commit a felony punishable by death or imprisonment in the state prison for life
(23) Any felony in which the defendant personally used a dangerous or deadly weapon
(24) Selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine-related drug, as described in paragraph (2) of subdivision (d) of Section 11055 of the Health and Safety Code, or any of the precursors of methamphetamines, as described in subparagraph (A) of paragraph (1) of subdivision (f) of Section 11055 or subdivision (a) of Section 11100 of the Health and Safety Code
(25) Any violation of subdivision (a) of Section 289 where the act is accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person

J.A.
Initials

ATTACHMENT

(26) Grand theft involving a firearm
(27) Carjacking
(28) Any felony offense, which would also constitute a felony violation of Section 186.22
(29) Assault with the intent to commit mayhem, rape, sodomy, or oral copulation, in violation of Section 220
(30) Throwing acid or flammable substances, in violation of Section 244
(31) Assault with a deadly weapon, firearm, machine gun, assault weapon, or semiautomatic firearm or assault on a peace officer or firefighter, in violation of Section 245
(32) Assault with a deadly weapon against a public transit employee, custodial officer, or school employee, in violation of Sections 245.2, 245.3, or 245.5
(33) Discharge of a firearm at an inhabited dwelling, vehicle, or aircraft, in violation of Section 246
(34) Commission of rape or sexual penetration in concert with another person, in violation of Section 264.1
(35) Continuous sexual abuse of a child, in violation of Section 288.5
(36) Shooting from a vehicle, in violation of subdivision (c) or (d) of Section 12034
(37) Intimidation of victims or witnesses, in violation of Section 136.1
(38) Criminal threats, in violation of Section 422
(39) Any attempt to commit a crime listed in this subdivision other than an assault
(40) Any violation of Section 12022.53
(41) A violation of subdivision (b) or (c) of Section 11418
(42) Any conspiracy to commit an offense described in this subdivision

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Initials

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

NONCOLLUSION DECLARATION

To Be Executed by Bidder and Submitted with Bid

Owner: BURBANK UNIFIED SCHOOL DISTRICT

Project: 2526-006 CUPCCAA BID FOR PAINTING GYMNASIUM AT JOHN MUIR MIDDLE SCHOOL

The undersigned declares:

This bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.



Signed: Jafar Azimi Ghadikolaei Digitally signed by Jafar Azimi Ghadikolaei Date: 2025.10.10 21:19:35 +03'30'

Printed Name: Jafar Azimi Ghadikolaei

Company Name: Jeff Painting

Title: Owner

Date: October 10, 2025

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

WORKERS' COMPENSATION CERTIFICATION

To Be Executed by Bidder and Submitted with Bid

Labor Code Section 3700, in relevant part, provides:

"Every employer except the state shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer or as one employer in a group of employers. Said certificate may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees, … "

I am aware of the provisions of the Labor Code Section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. I shall supply the Owner with Certificates of Insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive thirty (30) days' notice of cancellation.



Signed: Jafar Azimi Ghadikolaei Digitally signed by Jafar Azimi Ghadikolaei Date: 2025.10.10 21:20:34 +03'30'

Printed Name: Jafar Azimi Ghadikolaei

Company Name: Jeff Painting

Title: Owner

Date: October 10, 2025

In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certification must be signed and filed with the awarding body prior to performing any work under the contract.

BURBANK UNIFIED SCHOOL DISTRICT

PRE-BID CONFERENCE ATTENDANCE SHEET

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506

Bid Number: 2526-006 CUPCCAA BID FOR PAINTING GYMNASIUM AT JOHN MUIR MIDDLE SCHOOL

Conference Location: John Muir Middle School. 1111 N Kenneth Road, Burbank, CA 91504

Conference Date & Time: Tuesday, September 30, 2025 at 3:00pm

Bids Due: Friday, October 17, 2025, by 2:00 pm

COMPANY NAME	ATTENDEE NAME	EMAIL ADDRESS	PHONE
VALOR CONSTRUCTION	BEN MAEIN	INFO@VALORCEC	(805) 807-9691
innovation painting inc	Jonathan Infante	innovationpaintinginc@gmail.com	818-648-7259
harbor coaty & restoratia	mahmaus	harborcoaty@gmail.co	760-500 9264
JN H Construction	Nicole	JnH Construction Inc.	760-421-4261
cosmic color painting	Eddy Avila	cosmiccolorpaintin@gmail.com	3232536813
US NATIONAL CORP	FRED JIMENEZ	FREDJ@USNATIONALCORP	818 894-8420
CTG Construction Inc.	JOSH MATA	lily@ctgconstruction.net	310-834-8015
JEFF Painting	Armando Salazar	azimijeff@gmail.com	(818)917-0633
Polychrome Construction inc	Jordy Hernandez	info@polychromepainting.com	(818) 831-8308
Color New	Louie Loiza	colornewcorp@yahoo.com	818)884 0856

BURBANK UNIFIED SCHOOL DISTRICT

PRE-BID CONFERENCE ATTENDANCE SHEET

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506

Bid Number: 2526-006 CUPCCAA BID FOR PAINTING GYMNASIUM AT JOHN MUIR MIDDLE SCHOOL

Conference Location: John Muir Middle School. 1111 N Kenneth Road, Burbank, CA 91504

Conference Date & Time: Tuesday, September 30, 2025 at 3:00pm

Bids Due: Friday, October 17, 2025, by 2:00 pm

COMPANY NAME	ATTENDEE NAME	EMAIL ADDRESS	PHONE
PIANO CONSTRUCTION & PAINTING	IVAN LY RIVA	pianoconstruction@sbcglobal.net	818-458-1240
Perfection Painting Corp	Fatima marquez	Perfectionptgco@gmail.com	661-234-1905
Affordable quality painting inc	Adess	pedros.adess@gmail.com	916-947-4947
Hands Construction Corp.	Antonio	antonio@handsconstruction.biz	760-978-1949
Tinoco Construction	Amir Mezher / Roy Tinoco	roy-eric@tinococonstruction.com	(661)340-6796
Ray-Mac Painting	Sean Nielsen	raymcgee@raymacpainting.com	(805)607-6033